

Personnel Committee

Meeting called to order at 2:08 pm

October 24, 2022

In attendance: Terry Jeffrey, Jill Crafton, Dorothy Pedersen, Ken Carlson of North Risk Partners, Liz Forbes, Zach Dickhausen, and member of public "DN"

Agenda approved and minutes accepted from last meeting.

No Old Business; New Business Items Discussed:

1. Benefits renewal for 2023: Ken of North Risk Partners presented 2023 benefits renewal changes. Health care: Health Partners Achieve Network has a 7.6% increase in premium, which is about \$4900 for next year. By comparison, BC/BS, Medica and United Health are in the 5-8% increase range. Next year the Health Partners family deductible will include an embedded maximum out of pocket, which is an added benefit. We could choose to increase the deductible on our plan to decrease the cost of the premium increase. Terry does have the budget to cover the increase, and recommends we stay with our current plan. Our dental premium will increase 4.13%, or \$22 total per month; none of our other benefits will increase. Ken will follow up with Terry on the following: optional life insurance of \$300K offering, employee paid; he will send over flyers to be distributed on the Employee Assistance Programs, as well as info on Zywave (a HR resource website/library free to us); Mammoth Support Center for HR assistance (low monthly cost to us), and the new service with Wagner Falconer & Judd effective January 1, 2023. The Wagner/Falconer law firm will provide free HR assistance. Terry will look into this as soon as Ken sends the link. We may have benefits, compensation and employment law assistance with these 3 programs.
2. Administrative Assistant Job description: Administrator Jeffrey sent the proposed job description for consideration for the 2023 first quarter. Office Manager Bakkum wrote the description based on her original duties when hired as a Green Corps member. Adequate survey info for this job exists in the Gallagher survey, with a salary range of \$37,392-\$48,749.
3. Salary Survey status: The Gallagher survey (through Forest Lake/Comfort Lake), along with the Nine Mile Creek Survey was reviewed in comparison to our existing/proposed jobs for 2023. The MWMO survey results have not

yet arrived. Manager Pedersen completed an analysis of the surveys with our jobs; we are missing data on the Office Manager position, but all of the other jobs have at least one survey that is comparable to our positions. Our Compensation Structure will need to be updated, as increases were put on hold during the pandemic; so far recommendations of 4.5% to 5% have been seen on the surveys. It was decided to hold off on any recommended adjustments until the final MWMO survey is received. Any recommended changes will be presented to the BOM at the November or December meeting, when the data is available.

4. Consider approval of Grad Certificate in Public Administration: Administrator Jeffrey presented several options for his education/development. After consideration of costs and program course offerings, he prefers the Bemidji State program. It was agreed he will apply for the BSU program, with further discussion and BOM approval as part of his review in December. He would probably start in spring 2023.
5. District Administrator's review process: the review is due in December. Our existing format/forms were updated with new dates, and will be distributed to the BOM by the end of October. They will be due back to Manager Pedersen on Friday, November 18, and comments will be compiled anonymously; ratings will be averaged. The final review will be sent out to the BOM confidentially before the actual review. Due to the MAWD conference and the December BOM meeting, the review will be given on December 8 or 9, schedule dependent, with all the managers and Louis Smith in attendance in a closed meeting. As per our process, the review will be taped and stored securely at Smith Partners as part of the DA's employee file.

Upcoming topics: The 2023 Compensation Structure;

Personnel Handbook revisions/additions, add to agenda for 2023.

Meeting adjourned at 3:45 pm.

Next Personnel Committee: TBD, based on when results arrive from MWMO arrive.