

Personnel Committee

Meeting called to order at 9:00 am

June 24, 2024

In attendance: Terry Jeffery, Jill Crafton, Dorothy Pedersen

Agenda approved, added exit interview, accrued vacation expense

Old Business:

1. Salary/Benefits Survey

Dorothy reported difficulties getting bids for our salary/benefits survey. After contacting 8 companies, including those recommended by the League of Minnesota Cities, she was able to get two bids: Gallagher Benefit Services and DDA Human Resources, Inc. Gallagher's bid, without a benefits survey, came in at \$18,750 as a one-time cost; DDA is \$11,000 for a full classification study, and then \$4,000 a year for ongoing maintenance of the classification/compensation/benefits surveyed. The Committee recommends going with DDA as the lowest bid, in addition to our positive prior work with them recruiting the District Administrator. They are responsive to requests and calls, and have the local staff to understand the Minneapolis market as well. The item will be brought forth in the July Board meeting.

New Business:

1. The District did not receive a Green Corp member for Sept 24-25 year. Our current Green Corp member Rachel is working on the soil health initiative, and would like to join our staff to continue her soil health work. The District Administrator presented a job description for a Natural Resources Technician to begin in fall 2024, Grade level 4, working for Zach. The committee reviewed the existing RPBCWD organizational chart, and concurred with the grade level of the new position, as well as the salary range. This job would be included in the salary survey to be completed to confirm the grade and range as well. The District Administrator will adjust our last org chart from 2022 with the change, and bring this to the Board for approval, probably at the August meeting after confirmation of the range and grade.
2. The District Administrator would like to supplement his knowledge base in accounting principles/practices for public organizations, and will search

available educational opportunities for the committee to discuss at our next meeting.

3. The committee agreed that an exit interview with the most recent Office Manager would be valuable. The DA will set up a time for the interview.
4. Dorothy asked about our accrued vacation expense, and if it continues to be adjusted by our current accounting system. The DA said we do have a minimum of 2 weeks on the books for all employees, but we might consider adjusting the system next year for longer-term employees with more than 2 weeks accrued.

Upcoming topics: Personnel Handbook; salary survey

Meeting adjourned at 10:15 am.

Next Personnel Committee meeting: July 19, 2024 at 2 pm