

## Personnel Committee

Meeting called to order at 2:05 pm

May 2, 2022

In attendance: Terry Jeffrey, Amy Bakkum, Jill Crafton, Dorothy Pedersen, Elanor Mahon, Liz Forbes, Zach Dickhausen.

### Items Discussed:

1. Review of the Minnesota State Retirement System benefit plan resolution on this month's BOM meeting. Discussion of a presentation of the plan by a rep from the MNSRS to employees could be done this spring if passed.
2. An employee benefits review presentation by Ken of North Risk Partners was presented to the employees about 2 weeks ago. Ken brought benefit packets for everyone.
3. Further discussion of the Data Practices Specialist job description: The position was discussed at some length, with the idea of moving the requests through staff or hiring a person to deal with requests and provide administrative backup to Amy Bakkum. The job description will be revised to include other office duties; a data request administrative system could be developed, which would include the use of the form already in the Government manual; entry of the date of request, the nature of the request, and the date the request was fulfilled. Terry would like to hire this person as a contract employee at less than 25 hours a week and see how it would function with the team and requests for a couple of months or possibly longer.
4. The Personnel Committee moved into closed session to discuss performance, including salaries of staff positions.
5. After closed session discussion ended, it was reported Dorothy will contact Sara Noah, of Noah and Associates to discuss updating our current compensation structure, which has not been done for 3 years. It would also include the possibility of the data practices/administrative assistant position, along with potential changes to current positions.

Meeting adjourned at 3:05 pm.

Next Personnel Committee: TBD, based on availability and schedules in mid to late May to have materials ready for the June BOM meeting.