

## Personnel Committee

Meeting called to order at 2:05 pm

July 29, 2022

In attendance: Terry Jeffrey, Amy Bakkum, Jill Crafton, Dorothy Pedersen, Zach Dickhausen, Josh Maxwell

### Items Discussed:

1. Review of Communications Manager job description as proposed by Terry Jeffrey was discussed. The description wording was adjusted to reflect a broader scope of design and planning for district communication/marketing; broad oversight of other programs such as Adopt-a-Dock and MN Water Stewards were added. A discussion of salary survey results from Rice Creek Watershed, the recent Forest Lake survey, and MCWD were discussed with a new range identified for our position. It was agreed this position should be a Grade 7 with the responsibility level and supervision of Education/Outreach staff.
2. Review of the Natural Resources Coordinator job description was discussed; current responsibilities for this position would be increased by at least 40%, with the addition of all of our wetland programs, soil health, and supervision of interns through the MN Green Corp program. This position also serves as back-up to the Water Resources Coordinator and Fisheries Manager. This position will be assuming further responsibilities as the soil health initiatives are undertaken. It was agreed this job should be classified as Grade 7; further discussion on the salary survey input followed with a recommended pay range.
3. The 2023 HR Budget was adjusted for the above positions; at this time there is still no market consensus on an inflationary adjustment for our salary structure. We will look at this issue at our next Personnel Committee meetings.
4. In light of the low unemployment rate and current market job openings, we agreed that a 1% match up to \$2500 would be a good incentive for our retirement plan beginning January 1, 2023 for full-time staff. That match will be reflected in the 2023 Budget.
5. The District Administrator's work plan was briefly discussed with the following recommendations for development to be included: public

finance/budgeting; human resources; interpersonal communications in adversarial conditions; legal issues for governmental agencies.

6. A more detailed District Administrator work plan will be reviewed at our next Personnel Committee meeting in August.
7. Terry will change the Organization Chart, RPBCWD 2022 Pay Chart, and RPBCWD Compensation analysis chart for BOM review and discussion.

Meeting adjourned at 2:25 pm.

Next Personnel Committee: August 19, 2022 at 1:00