Personnel Committee   February 16, 2022

In attendance: Scott Sobiech, Jill Crafton, Dorothy Pedersen, Eleanor Mahon, Liz Forbes, Zach Dickhausen, Josh Maxwell, Matt Nicklay, Mark Casey of DDA.

Items Discussed:

1. A list of marketing items needed for the recruitment process was sent by Mark Casey. Dorothy has sent most of the list including job description, salary range currently, data of most recent comp study and who conducted the study, the most recent org chart, a summary of all employee benefits, a copy of the Personnel Policy manual, and the number of district employees. We are still awaiting info from Ken Carlson of North Point partners on employee/district cost of benefits, which should be available by the end of this week. Amy Bakkum supplied information on RPBCWD, a budget summary, it's Mission Statement, and pictures, and the RPBCWD logo. Mark stated he had received the vast majority of the info, and is currently reviewing it. He has already sent a suggested layout to their communications staff to get the marketing packet started.

2. Mark Casey presented the recruitment process timeline for the permanent District Administrator. The outline is attached. We concluded we need an additional two days after the final interviews before the BOM meet in special session to decide on the selected candidate. Mark will revise the timeline as requested and re-send, as well as present it at our next BOM meeting in March. Also, a panel of staff will be included in the interviewing process, and will provide some sort of tour of the district office/area. Staff will provide lunch/tour to the candidates before the final interviews on a May 24 special meeting. Interim DA Scott Sobiech will discuss the tour/interview questions with the staff and forward info to Mark.

3. Amy will be polling the BOM for the date of the mid-March Special Session, which will include approving the profile, job description, salary range and hiring process. All of those materials will be sent directly to the BOM before the meeting from Mark.

Next Personnel Committee: TBD, no date set.