

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

Items Discussed:

1. Review of the PERA Long Term Disability plan: employees are eligible if they have a permanent disability. It's a long-term disability plan we did not know we had, in addition to the LTD plan through North Risk partners.
2. Review of the Minnesota State Retirement System benefit plans. We cannot offer another retirement plan (currently PERA), but we can offer the Minnesota Deferred Compensation 457(b) plan. The plan has two parts: pre-tax, similar to a 401(k) plan, and the Roth (after tax) portion. We can offer both of these for NO cost to RPBCWD; cost to employee is currently 1% administrative fee, capped at \$125/year, and an investment management fee, dependent on the investment fund choice. The plan also allows for an employer match, which we could consider for 2023. Dorothy covered details of both sections of the plan. The committee agreed to present this plan at the April BOM meeting for approval. Additions to the Personnel Handbook for this plan will be made after Board approval. Discussion of a presentation of the plan by a rep from the MNSRS to employees could be done in mid-April.
3. The MNSRS also offers a Health Care Savings Plan at no cost to RPBCWD. We are currently under contract for our HSP offering through December 31, 2022; the committee agreed to discuss this option in the fall during the annual Benefit review. The Deferred Comp employer match will also be considered at the annual Benefits review, pending approval of that plan by the BOM in April.
4. An employee benefits review presentation by Ken of North Risk Partners still needs to be scheduled. Amy and Terry will coordinate with Ken and get it set up.
3. A short discussion of thank you to staff for managing the office during the DA's leave of absence: Louis Smith has confirmed we cannot bonus employees as a government entity. Perhaps additional time off? An employee recognition lunch or dinner? Dorothy will contact Louis to confirm what we might be able to do in appreciation.

4. Further discussion of the Data Practices Specialist job description: There have been 506 files created for requests; with an estimate of 10 hours a week to fulfill these requests by the DA. The job description will be revised to include other office duties; Amy suggested a data request administrative system, 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. That would help us track and ensure we are responding to requests in a timely manner. Terry will work with staff to complete the job description and submit back to the Personnel Committee at the April meeting, for presentation to the BOM for the May meeting.

Next Personnel Committee: TBD, based on availability and schedules in mid-April.