

## Personnel Committee

Meeting called to order at 2:00 pm

March 27, 2023

In attendance: Terry Jeffrey, Amy Bakkum, Jill Crafton, Dorothy Pedersen

### Items Discussed:

1. Approval of agenda, as written.
2. No Old Business
3. New Business: Review of Administrator Work Plan

Terry presented a version of the 2023 Work Plan without his Action steps, which he will use as a daily to monthly personal checklist. The Work Plan breaks his position down into areas he administers: Accounting/Budgeting, Governance, Human Resources, Planning/Partnerships, Project Management, and his Professional Development. Each area was reviewed, some wording was changed, and items strictly for professional development were moved. Some areas, including the Lake Vegetative Management Program, Data Collection, the E & O program, the AIS program, Watershed Grant program, and Groundwater initiatives were added. An item for opportunity projects, which may come up during the year from one of our communities/partnerships, was added in as well. The committee agreed the new Work Plan should proceed to the BOM for approval.

4. Status of office assistant position search: Amy reported she and Erica from 9Mile have created job info for marketing; the job was posted on a variety of sites beginning last week and will remain open until April 14 to allow extra time for spring breaks/Easter holiday. Erica is currently attending education on HR, and has developed a set of behaviorally-based interview questions.

5. Terry has applied and been accepted for the Bemidji State University program; he begins classes this summer. He plans to take 3 credits a quarter during the summer months, increasing that to 6 during the slower fall and winter months.

6. Personnel Manual review/revisions: it was agreed that review of the Personnel Manual would take place after the final draft of the new watershed district handbook was completed by MAWD. BWSR legal is also part of MAWD's review/revision process. Terry suggested he might want to make a couple of minor

revisions, such as a no-cell phone while driving rule, if needed. The committee agreed.

7. Workplace atmosphere: There was some discussion of the staff having adverse effects from the vast number of complaints issued by a member of the Board. Many of these have already been addressed by BOM vote, and continue to be brought up. The staff has felt their efforts are rarely accepted and often criticized. The effect of these complaints was discussed, and ideas brainstormed. A presentation for the BOM by a legal parliamentarian familiar with Roberts Rules of Order could be presented at a BOM workshop; also, the idea of a monthly employee presentation to the Board, highlighting their work could be implemented. In addition, Terry suggested BOM members may want to stop in to share a Monday lunch with the staff. Finally, it was agreed to put together an employee appreciation event, held after the first rush of the spring season is over. Manager Pedersen suggested a shared buffet with managers as cooks. Terry will discuss with the staff, and bring ideas for an event at the next Personnel Committee meeting.

Meeting adjourned at 3:20 pm.

Next Personnel Committee: TBD.