

## June 20<sup>th</sup> and 21<sup>st</sup> 2016 Itasca SWCD Special Meeting Minutes

### Monday June 20<sup>th</sup>:

Itasca SWCD representatives present: Chair Chuck Isaacs, Vice Chair Ted Lovdahl, Reporter Calvin Saari, and District Manager Andy Arens.

9:45am, Forestry/Shoreland Technician applicant questions and Anna Johnson application materials were reviewed. Anna Johnson was interviewed at 10:00am. Following the interview there was discussion and board direction for Andy to make the following changes to the interview questions:

- Move district manager position description ahead of question one.
- Change question five to read “Do you have any” knowledge from original “describe your” knowledge, as it relates to the BWSR and SWCDs.

Ted also requested that the following two items of the job description be addressed:

- Work schedule section be changed to read “two 15 minute breaks and 30-minute lunch offered daily”, from original “1 hour of personal time offered daily for lunch and breaks”.
- Clarification that employee health insurance benefits are not offered until completion of probationary period.

### Tuesday June 21<sup>st</sup>:

Itasca SWCD representatives present: Chair Chuck Isaacs, Vice Chair Ted Lovdahl, Reporter Calvin Saari, Secretary Darrel Lauber, and District Manager Andy Arens.

8:45am, adjusted interview questions and morning applicant materials were reviewed. Jackson Carter was interviewed at 9:00am, Mark Poradek at 9:20am, and Michael Sauter at 9:50am. Following the interviews, applicants were discussed. It was generally agreed that Jack and Michael were the best fits for the district. Discussion was held regarding the pros and cons of Jack’s general environmental education and experience, as opposed to Michael’s forestry focused education and experience, current work load, and the future direction of the district. Due to Michael’s forestry education and work experience, Cal made a motion to offer the job to Michael, seconded by Ted. Darrell voted yes, and Chuck did not vote; motion made and carried.

The final version of the position description was reviewed, including work schedule and health insurance changes requested at the June 20<sup>th</sup> meeting; no final edits were requested of the board. Discussion was also held regarding staff using both fifteen minute breaks and half hour lunch, for a one-hour lunch. Reference was made to a law requiring that employees take fifteen-minute mid-morning and mid-afternoon breaks. Board unanimous consensus was to enforce this policy on staff, no longer allowing the of use of all 60 minutes of personal time per day for a mid-day lunch; Arens will enforce this policy. *Lastly, a temporary fill-in was discussed, for Don on the Itasca SWCD personnel committee; Cal showed interest, which Ted supported, and Chuck made the formal appointment.*

Minutes generated by Andy Arens-Itasca SWCD Manager, 6/28/16.

*7/6/16 additions in italics, per board request at the 7-5-16 Itasca SWCD Board meeting.*