

POPE SOIL & WATER CONSERVATION DISTRICT MINUTES

Supervisory Board Meeting 7:00 am September 6, 2013

Meeting Site: USDA Service Center

1680 N Franklin Street, Glenwood MN 56334

Supervisors: Billehus, Nygaard, Reents, Pederson, Talle

SWCD Staff: Erickson    Guests: Hellermann

Chairman Nygaard called the meeting to order at 7:14 am. Motion by Billehus and seconded by Talle to add/revise handbook to reflect "a probationary period of one year for all new hires" and make same changes to the Word file effectively immediately. Scheduled interviews with Brett Arne, Holly Kovarik, and Sam Martin for the am of 09/11/2013. Kelly will call Administrative Assistant candidates to relay continuing deliberations re: position reclassifications. Motion to adjourn by Pederson, seconded Talle.

Supervisory Board Meeting 7:00 am September 11, 2013 USDA Service Ctr

Supervisors: Nygaard, Reents, Pederson, Talle

SWCD Staff: Erickson,    Guests: Hellermann

Chairman Nygaard called the meeting to order at 7:00 am. After interviewing the three final candidates and Board review of the same, a motion by Reents and seconded by Talle to have a personnel committee (Reents, Pederson) meet with Holly Kovarik to discuss salary, changes in the position description, and expected obligations of a District Mgr/ Office Mgr, on Friday 09/13/2013 at 7:30 am. Motion to adjourn by Talle, second Pederson.

(Personnel Committee met with Holly Kovarik on 09/13/2013 and discussed job description, salary, leave, PTO time, insurance stipends, cell phone plan, etc.; then called Chairman Nygaard with details and recommendations and he will follow up final negotiations with the applicant.)

K.N. RP JJ MB