

Personnel Committee

Meeting called to order at 10:02 am

January 22, 2024

In attendance: Terry Jeffrey, Jill Crafton, Dorothy Pedersen

Agenda approved, added salary survey, item 4D.

No Old Business; New Business Items Discussed:

1. Updates to Personnel/Employee Handbook:
 - a. The Earned Sick and Safe Time statute became effective 1/1/25. We are already compliant with our current PTO policy, so this is just a wording change to be added into our Personnel Handbook. DA Jefferies reviewed the legal notice, which the committee agreed upon with a couple of minor changes. It will be added to the Personnel Handbook, under the section PTO. Payroll is already set up for the ESST as well.
 - b. Hybrid work policy needs to be added to the Handbook, as well as DEI. We are still awaiting the new MW (BWSR) Personnel Handbook model. DA Jefferies will reach out to Jan Voit; a first draft is apparently available at this point. The committee agreed we would begin to work on the new Handbook, probably in April, and try to present it to the Board in August.
2. Administrator Jeffrey's Performance Review: The committee consensus was to continue using our current review form and format; DA Jeffrey will complete his 2024 Work Plan by month-end. He requested input from each manager be kept separate, due to the current lawsuit. Dorothy will confer with legal on the request. Both the Work Plan and review forms will be sent out to Board Managers by the end of January, with Board input due mid-February. The review will be done in March, after input from the Board Managers has been received.
3. Calendar for meetings of the Personnel Committee 2024
The committee felt quarterly meetings would be appropriate, with special attention to salary survey input/results to be addressed the next 2 quarters, benefits updates in the fall, and Personnel Handbook revisions over the next 2 quarters with an objective to have a revised Handbook to present to the Board in early fall.

4. Salary Survey: Dorothy reported asking other TC Metro District Administrators at the MW Convention in Alexandria if they would be interested in a joint compensation/benefits survey. Marine/St. Croix was interested. Dorothy presented the idea to other Metro District Administrators at the Metro MW meeting last week. Capital Region Watershed has also expressed an interest. Dorothy will reach out to Gallagher Benefits Services to get a 2024 benefits and comp survey proposal. Several of the past surveys we've participated in over the past 4 years were discussed. It was agreed the Forest-Comfort Lake survey was probably the most applicable to Metro MN Watershed members, so we'll start with a similar format for the proposal. Dorothy will report back as the project progresses, with a release date early this summer.

Upcoming topics: Personnel Handbook; salary survey

Meeting adjourned at 11:03 am.

Next Personnel Committee: TBD, April 2024, dependent on receipt of the Personnel Handbook draft from MN Watershed.