



522 South Johnson Drive • Litchfield, MN 55355

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Summary of Special Board Meeting
Wednesday, January 13, 2021, 9:00 a.m.
Peter's Ribs and Catering
61620 US Highway 12, Litchfield, MN 5355

Present: Dan Barka, Bob Schiefelbein, Greg Jans, Fred Behnke and John Haffley. Staff SWCD Present: Joe Norman, Matt Anderson, Ann Steinhaus and Deb Holtz. Facilitator: Jim Mulder.

Jim Mulder led conversations about district planning for the future. BWSR Board Conservationist, Jeremy Maul, addressed the group by telephone.

No business was transacted at this meeting.

Mulder recommendations:

- Utilize Memos of Understanding within the Network Organizational Method of structure.
- Consider having a liaison between staff and various committees of the Board; i.e. Personnel and Finance.
- Do not use the words "manager," "bookkeeper," "accountant" nor "secretary" in the job description for the person to be hired.
- Consider the following policies for inclusion in the District Personnel Manual: Drug and Alcohol (and testing), Expectations, Harassment, Supervisor Code of Ethics and Technology.
- Consider doing a more comprehensive strategic planning session when new staff is in place.

Next Steps:

- Holtz will draft a job description that will be reviewed by staff and Mulder before the February 2 Board of Supervisors meeting.
- Position will be advertised after the February meeting with a desire of having interviews completed in March.