

**Minutes of the August 30th, 2013
Special Board Meeting of the Brown SWCD,
Brown County Office Building, Sleepy Eye, MN**

Meeting was called to order at 8:35AM by Chair Vogel.

Present:

1. Jack Vogel – Chair
2. Gary Rathman – Vice Chair
3. Clem Windschitl – Secretary
4. Ralph Stadick – Treasurer
5. Greg Roiger – PRI
6. Vanessa Grausam – Administrative Assistant
7. Jeff Nielsen – BWSR

CO-LOCATION

The possibility of the district being co-located with NRCS was discussed.

POSITION

A discussion was held on what type of staff position the district wants to hire. Ultimately it was decided on hiring a managerial/ leadership/ grant writing staff person .

PAY SCALE

The Brown County pay scale was reviewed. Supervisors discussed what range on the pay scale they think the district will be hiring for. The pay scale grade will not be officially decided on until the job description is finalized, and will also depend on the applicant's experience.

APPLICATION/INTERVIEW PROCESS

Some application and interview process items were discussed.

ADVERTISING

Potential advertising opportunities were discussed.

It was decided that the Board will hold an additional meeting later in the month after new items have been prepared to write a job description and job posting for the managerial staff position.

Meeting adjourned – 11:14AM

Secretary: _____ **Date:** _____