

**Minutes of the November 13<sup>th</sup>, 2013  
Special Board Meeting of the Brown SWCD,  
Brown County Office Building, Sleepy Eye, MN**

**Meeting was called to order at 8:34AM 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. Jennifer Hahn – NRCS District Conservationist
- Interview Candidates (Listed Below)

**AGENDA**

- ❖ A motion was made by Roiger and seconded by Stadick to approve the agenda with no changes.

Affirmative: Vogel, Rathman, Windschitl, Stadick, Roiger

Opposed: None    Motion Carried.

**PRE INTERVIEW DISCUSSION**

Those present discussed the interviewing process and reviewed the list of predetermined questions. Open Meeting Law, Data Practices Act and Equal Opportunity Employer status was also reviewed and discussed.

**INTERVIEWS**

8:55AM Douglas Goodrich entered the meeting.

The Interview Panel conducted interview with Goodrich using list of interview questions.

9:45AM Goodrich exited the meeting.

9:55AM Kristy Zajac entered the meeting.  
The Interview Panel conducted interview with Zajac using list of interview questions.

10:42AM Zajac exited the meeting.

10:54AM Aaron Finke entered the meeting.  
The Interview Panel conducted interview with Finke using list of interview questions.

11:29AM Finke exited the meeting.

12:20PM Samuel Martin entered the meeting.  
The Interview Panel conducted interview with Martin using list of interview questions.

1:10PM Martin exited the meeting.

1:25PM Nathan Mullendore entered the meeting.  
The Interview Panel conducted interview with Mullendore using list of interview questions.

2:09PM Mullendore exited the meeting.

## **HIRING**

The interview panel discussed the five candidates.

A motion was made by Stadick and seconded by Windschitl to hire Goodrich, and if Goodrich declines to hire Finke.

Affirmative: Vogel, Rathman, Windschitl, Stadick, Roiger

Opposed: None Motion Carried.

The interview panel reviewed the Brown County pay scale to determine the candidates pay rates.

A motion was made by Rathman and seconded by Stadick to set starting salary for Goodrich at \$22.77(Grade XIV at 4 years) hourly, and for Finke at \$19.95 (Grade XIV at starting) hourly. Benefits will be set at current rates for Brown SWCD Employees. Salary and benefits will be non-negotiable for each candidate.

Affirmative: Vogel, Rathman, Windschitl, Stadick, Roiger

Opposed: None Motion Carried.

A motion was made by Rathman and seconded by Stadick to hire Zajac if Goodrich and Finke decline. Starting wage for Zajac will be \$19.95 (Grade XIV at starting) hourly. Benefits will be set at current rates for Brown SWCD Employees. Salary and benefits will be non-negotiable.

Affirmative: Vogel, Rathman, Windschitl, Stadick, Roiger

Opposed: None Motion Carried.

Chair Vogel was delegated the task of contacting the 3 references listed for Goodrich then, upon positive reference checks, Vogel will offer the position to

Goodrich. If Goodrich declines, the same procedure will be followed for Finke, if Finke also declines, the same procedure will be followed for Zajac.

**WCA AGREEMENT**

A motion was made by Stadick and seconded by Roiger to sign the Wetlands Conservation Act Agreement with Brown County, which entitles Brown SWCD to 4% of the annual WCA allocation, not to exceed \$351.12, in exchange for expenses and staff time spent on the WCA Technical Evaluation Panel in the calendar year 2014.

Affirmative: Vogel, Rathman, Windschitl, Stadick, Roiger  
Opposed: None Motion Carried.

**Meeting adjourned – 4:15PM**

**Secretary:** \_\_\_\_\_ **Date:** \_\_\_\_\_