

**Minutes of the April 30<sup>th</sup>, 2014  
Brown SWCD Special Board Meeting,  
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. Doug Goodrich – Program Manager
7. Vanessa Grausam – Administrative Assistant
8. Jennifer Hahn – NRCS District Conservationist (Exited at 9:30)

**Absent:**

1. Dennis Potter, Brown County Commissioner Liaison

Those present discussed hiring items for the Administrative Assistant Position.

Discussion was held on Contract for Services with RCRCA to hire Joy Bruns as temporary administrative assistant until someone is hired.

A motion was made by Roiger and seconded by Clem to have the application deadline of May 19<sup>th</sup>, with personnel committee meeting May 20<sup>th</sup> to screen applications/resumes, and approval of candidates for interviewing at the May 21<sup>st</sup> regular board meeting.

Affirmative: Vogel, Rathman, Windschitl, Stadick, Roiger

Opposed: None    Motion Carried.

If Windschitl or Roiger are unavailable, they may contact Rathman or Stadick to take their place with personnel committee duties.

A motion was made by Rathman and seconded by Windschitl to set the pay for the Administrative Assistant position at Grade 8 on the County Pay Scale (\$13.73-18.96 hourly), with hours set at 32 hours per week, and monthly

health insurance reimbursement of \$352.64, and option for county life insurance plan, as well as PERA Retirement, optional PERA Life Insurance, and optional HCSP.

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

List of qualifications were reviewed. A motion was made by Roiger and seconded by Stadick to adopt the qualifications as provided for the Administrative Assistant job posting.

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

**Meeting adjourned – 10:07AM**

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