

July 10, 2020
PERSONNEL COMMITTEE
MEETING NOTES
1:00 PM

Board Managers in attendance were President Linda Vavra, Secretary Allen Wold, Scott Gillespie and Steven Schmidt (via phone). Attorney Lukas Croaker (via phone) and Administrator Beyer also attended.

The purpose of the meeting was to review the personnel handbook, employee benefits, and employee accommodations. Attorney Lukas Croaker provided clarification on the District's responsibilities under the Family Medical Leave Act (FMLA). As a public agency, the District is considered an FMLA-eligible employer; however, per FMLA restrictions, the District does not have any eligible employees. Attorney Croaker advised that the personnel handbook be updated with this clarification.

The staff summer workload was discussed. There are many demands for staff time. The repairs of JD #11 and WCD #9 are in-progress, and construction on the Lake Traverse Water Quality Improvement Project No. 1 is projected for later this summer. Committee members discussed a recommendation to the Bois de Sioux Watershed Board to access staff at Moore Engineering if District workload demands exceed District staff availability.

Under the pandemic, staff accommodations continue to be made available to those who must work from home.

Administrator Beyer has requested backup from the Grant County Highway Department for operations at North Ottawa, if an immediate need arises. Moore Engineering also provides back-up support. Grant County Highway Department staff and Administrator Beyer will receive an orientation from Technician Fridgen; when scheduled, President Vavra asked that board managers be invited and encouraged to attend.