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These are DRAFT minutes, subject to amendment before final approval by the Cass County Joint Water Resource District.

CASS COUNTY JOINT WATER RESOURCE DISTRICT
HUMAN RESOURCES COMMITTEE
VIRTUAL / CONFERENCE CALL SPECIAL MEETING
ORIGINATING AT THE CASS COUNTY HIGHWAY DEPARTMENT
TUNDRA CONFERENCE ROOM
WEST FARGO, NORTH DAKOTA
MAY 28, 2024
10:30 A.M.

A virtual / conference call special meeting of the Cass County Joint Water Resource District Human Resources Committee was held on May 28, 2024, at 10:30 a.m.

Present were Keith Weston, Southeast Cass Water Resource District; William A. Hejl, Rush River Water Resource District, Melissa Hinkemeyer, Director, Secretary; Leilei Bao, Treasurer; and Sean M. Fredricks, Ohnstad Twichell, P.C. Manager Rick Steen was absent.

Approval of agenda

It was moved by Manager Hejl, seconded by Manager Weston, and unanimously carried to approve the order of the agenda, as presented.

Minutes

It was moved by Manager Hejl, seconded by Manager Weston, and unanimously carried to approve the minutes of the April 22, 2024, meeting, as presented.

Office staffing

It was moved by Manager Hejl and seconded by Manager Weston to recommend the Cass County Joint Water Resource District extend the temporary accounting assistant staff position until the long-term temporary accounting assistant position is advertised and filled. Upon roll call vote, the motion carried unanimously.

The Committee set their next meeting for July 8, 2024, at 10:30 a.m., at the Cass County Highway Department, West Fargo, North Dakota, to review a job description for the long-term part-time temporary staff position to assist with accounting, not to exceed 20 hours per week.

Personnel manual updates

Discussion was held on policies present in and absent from the Cass County Water Resource Districts personnel policy manual compared to the Cass County Employee Handbook and recommendations provided by the North Dakota Insurance Reserve Fund. The Committee also discussed minor updates to titles and information in the Cass County Water Resource Districts personnel policy manual.

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The Committee directed the Director to begin developing and updating policies on the following topics for inclusion in the Cass County Water Resource Districts personnel policy manual, with input from the Water Resource District Attorney:

- AI Policy
- Background checks
- Breaks for nursing mothers
- Confidentiality and non-disclosure
- Conflicts of interest
- Drug and alcohol testing
- Pay corrections, including per diems for Board Managers
- Personal relationships in the workplace
- Weapons and violence in the workplace
- Reorganization and setting meeting dates of the Human Resources Committee annually in January
- Telecommuting
- Training and Development
 - Cross-training
 - Updating desk manuals
 - Outgoing reports and exit interviews with the Human Resources Committee
- Whistleblower protections
- Witness duty

Adjournment

There being no further business to be considered by the Board, it was moved by Manager Hejl, seconded by Chairman Weston, and unanimously carried to adjourn the meeting.

APPROVED:

Rodger Olson
Chairman

ATTEST:

Melissa Hinkemeyer
Secretary