

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
JULY 8, 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 July 8, 2024, at 10:30 a.m.

Present were Keith Weston, and Rick Steen, Southeast Cass Water Resource District; William A. Hejl, Rush River Water Resource District, Melissa Hinkemeyer, Director, Secretary; Leilei Bao, Treasurer; Carolyn Fiechtner, Administrative Assistant, and Duane Breitling, Cass County Commissioner.

Approval of agenda

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

Minutes

It was moved by Manager Hejl, seconded by Manager Steen, and unanimously carried to approve the minutes of the May 28, 2024, meeting, as presented.

Office staffing

The Committee reviewed the Part-Time Accounting Assistant job description for the long-term part-time staff position to assist with accounting, not to exceed 20 hours per week.

Following discussion of the job description and the advertisement for the position, Manager Steen moved to approve the job description and advertisement for the Part-Time Accounting Assistant position with the following revisions:

- Inclusion of language that this is an at-will position and is dependent on workload needs; and
- Review of the spousal veteran preference language by the Water Resource District Attorney.

Manager Hejl seconded the motion. Upon roll call vote, the motion carried unanimously.

The Committee directed the Secretary to place the item on the Cass County Joint Water Resource District (CCJWRD) agenda for review and consideration.

Personnel Policy Manual updates

Discussion was held on updates to the Cass County Water Resource Districts Personnel Policy Manual and setting timelines for review of the Manual. The Secretary will update policies discussed at the May 28, 2024, Committee meeting with assistance from the Water Resource District Attorney and bring the updated policies to future meetings for review and consideration.

The Committee agreed that the Personnel Policy Manual should be reviewed on an annual basis beginning in January, with a complete review of the Manual to be completed annually by the end of July.

Chairman Weston will update the CCJWRD with the plan for review and updates to the Cass County Water Resource Districts Personnel Policy Manual.

Staff continuing education

Staff continuing education has been budgeted for \$10,000 in the calendar year 2025. The Director noted that funds are available in the 2024 budget but there is not a specific line item for staff continuing education in the 2024 budget. The Director inquired if the Human Resources Committee would consider approving continuing education for staff this year, at an approximate total cost of \$2,600. Discussion was held on the requested staff continuing education, which consists of CPA re-certification and related costs and proposed educational classes.

Manager Steen moved to authorize the Chairman to review and decide on the staff continuing education requests for 2024. Manager Hejl seconded the motion. Upon roll call vote, the motion carried unanimously.

Adjournment

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

APPROVED:

Keith Weston
Chairman

ATTEST:

Melissa Hinkemeyer
Secretary