

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
AUGUST 23, 2024
1:00 P.M.

A virtual / conference call special meeting of the Cass County Joint Water Resource District Human Resources Committee was held on August 23, 2024, at 1:00 p.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; and Sean M. Fredricks, Ohnstad Twichell, P.C.

Administrative Assistant position

The Director reported the Administrative Assistant has resigned effective August 30th.

It was moved by Manager Hejl and seconded by Manager Steen to authorize the Director to hire a temporary Administrative Assistant, if deemed necessary by the Director. Upon roll call vote, the motion carried unanimously.

The Committee discussed implementing a policy to require Cass County Water Resource Districts employees provide a two-week notice of their resignation. Manager Hejl suggested if a two-week resignation notice is not given, the employee's final pay will be reduced the amount it costs to hire a temporary replacement for the remaining duration of the two-weeks.

A motion was made by Manager Hejl and seconded by Manager Steen to authorize the Water Resource District Attorney to draft a policy requiring Cass County Water Resource Districts employees provide a two-week notice of resignation. If a two-week resignation notice is not given, the employee's final pay will be reduced the amount it costs to hire a temporary replacement for the remaining duration of the two-weeks. Upon roll call vote, the motion carried unanimously.

The Committee discussed advertising the Administrative Assistant position. A motion was made by Manager Hejl and seconded by Manager Steen to authorize the Director to advertise the Cass County Water Resource Districts Administrative Assistant position. Upon roll call vote, the motion carried unanimously.

It was moved by Manager Hejl and seconded by Manager Steen to direct the Director to coordinate an exit interview of the current Administrative Assistant with a Board member of the Human Resources Committee. Upon roll call vote, the motion carried unanimously.

Discussion was held on implementing a policy to recapture costs related to employee educational investments if an employee departs from the Cass County Water Resource Districts within six months of the education.

It was moved by Manager Steen and seconded by Manager Hejl to authorize the Water Resource District Attorney to draft a policy regarding the recapturing of costs related to Cass County Water Resource Districts employee educational investments if an employee departs from the Cass County Water Resource Districts within six months of the education. 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 Steen, seconded by Manager Hejl, and unanimously carried to adjourn the meeting.

APPROVED:

Keith Weston
Chairman

ATTEST:

Melissa Hinkemeyer
Secretary