

Due to the current CDC guidelines on social distancing, we are limiting the number in attendance to 5 people at the board meeting. We will also have limited call-in capabilities for up to 10 people. Phone# 651-560-1088 Access code # 0147478#

Phone or physical attendance will be allowed on a first come first serve basis following Wabasha SWCD board members receiving priority for phone or physical attendance.

Anyone who is in the at-risk category should consider not attending. If you would like to attend either by call-in or physically, you must notify Sue Cerwinske to hold your place in advance. susan.cerwinske.wabashaswcd@gmail.com or 651-560-2053

**Wabasha Soil and Water Conservation
District
Special Board Meeting
June 11, 2020
1:30 pm
Drivers Exam Room, Door 3
611 Broadway Ave. Suite 10**

- I. **CALL MEETING TO ORDER** – *Terry Helbig, Chair called meeting to order at 1:30 pm*
Supervisors Present: Terry Helbig-Chair, Lynn Zabel-Vice Chair, Chuck Fick-Treasurer, Larry Theismann-Secretary, Nate Arendt-Member
Staff Present: Terri Peters
Guest: Shawn Huth, Wabasha County Human Resources
Called In: Rich Hall, County Commissioner, Sue Cerwinske, Bookkeeper-Admin. Asst.

II. **Special Meeting – Board Action**

A. Personnel - Hiring/Job Posting

Terri: Bill left SWCD, but still available as NRCS employee

Jen -Ecological Tech. left 5-06 and Mitchell – District Technician resigned 6-08

Hire 2 positions and move forward for now. Reevaluate after that.

Time consuming application and hiring process. Thought we had someone hired.

Challenging, puts more of the work on me

DISCUSSION: JOB POSTING and REVIEW

Shawn asked if the Board would consider advertising without board approval? It would streamline the process. Shawn suggested to give approval to position without waiting for Board or special meeting. This would be for person already budgeted. Would save some time and cut down the process. Still need to go through personnel committee. Shawn suggested putting through some policy stating when hiring for budgeted existing position, can put through without going to the Board for approval or special meeting. New position, would have to go through normal process.

Terri stated that we advertised in Lake City, Wabasha and Plainview papers, on website, indeed and handshake. Sent out emails to prior applicants to let them know job posting was restructured and if interested re-apply.

DISCUSSION: JOB DESCRIPTION:

Shawn commented that applicant should have good understanding of general practices of Natural Resources. Need someone with, problem solving skills, productive, follow directives and good communication skills. Hire person that has some skills, can train. Special interests, job assignments that they are good at. Need to at least have a High School degree and driver's license. Applicant could have a lot of life experience, have transferable skills. All Interested should apply

DISCUSSION: ROLES & RESPONSIBILITIES

Shawn suggested to add other duties as assigned. Also suggested to add a Confidentiality Statement and Behavior standards in job description. Instead of the additional questions, Shawn suggested asking for a writing sample. Need sense of knowledge. Make it a behavioral question. Give them a scenario and they would have to come up with process steps. If they know General Practices of Soil Conservation, you can teach them everything else.

DISCUSSION – TRAINING PROGRAM, RESOURCES

Terri: Developing over the past couple of year. Area training team, some come into the office. District Technician, best way to learn is on the job training.

Terri: Potentially have someone.

Bill Wayne still in office and we work together. We have 4 area engineers. Chris Nelson will be coming in to go over work load and he is willing to train. They may have to go to another county to train.

Nate: Landowner's want things to keep going and get paid.

Terry Helbig: Couple of issues we need to resolve today

Application Process and Where to Advertise

I think questions are close enough to do it. That would be short term.

Long Term

Need to prepare in case we can't fill the positions. Shawn suggested contracting with a couple of other agencies. Nate: Hire part-time techs from nearby counties/districts interim. Larry another SWCD could help.

Terri: We already have a contract with Jen Wahls to work on project she was doing. She could use her technical authority to work with cover crops and she is willing to do that.

DISCUSSION: QUESTIONS

Shawn: Questions. Suggestion that you can incorporate some within the interview questions themselves. Pick a series of questions and ask everyone the same. Want to document. Don't want to discriminate. Interview 4 candidates. Score each person 1-4 Want behavioral questions. Ask general knowledge. Two or three people in the room, don't want to be intimidating

Nate: I think we should take recommendations from Shawn & follow them and see what we get. Change our mentality.

Motioned by Arendt and seconded by Theismann to post both positions with suggested changes and verbage recommended by Shawn Huth.

Affirmative: Helbig, Zabel, Fick, Theismann, Arendt

Opposed: None

Motion Carried.

Terry Helbig – Hiring/Job Posting

Check out local colleges. They would post to job boards, draw from people there.

Winona State University has a General Job board. Will need to check to see if they have a special board for departments.

Shawn: Upper IA, I will reach out to new hire to see if they have job boards there and check with Brian about posting on the Wabasha County Website

Send Shawn our Application. Revise job description. Shawn and Katie will redo the scoring and redo application and job posting. Restructure and Repost.

Get a certain number in – do interviews. 2 weeks is a good time frame to get in Applications

Instead of deadline, open until filled.

Interview continuously until you get the right person

Nate: Next Board Meeting, Hiring Process Policy

III. Adjourn – Board Action

Motion by Arendt and seconded by Theismann to adjourn the special meeting at 2:44 pm.

Affirmative: Helbig, Zabel, Fick, Theismann, Arendt

Opposed: None

Motion Carried

Respectfully Submitted

A handwritten signature in black ink, appearing to read 'Larry Theismann', written in a cursive style.

Larry Theismann, Secretary