**MINUTES FROM THE January 9, 2018 Work Session**

**Supervisors**

Chair

District 1

Mark Koenig

Vice Chair

District 2

Kevin Kokesch

Treasurer

District 3

Terrylea Ness

District 4

Kathryn Kelly

District 5

Jim Hebrink

**Staff**

Holly Hatlewick

District Administrator

Karen Wermers

Farm Bill Technician

Cody Dale

Technician

Michael Sandager

Technician

Olivia, MN USDA Service Center

Attended: Mark Koenig, Terrylea Ness, Kathryn Kelly, Jim Hebrink, Kevin Kokesch, Administrator Hatlewick and Commissioner John Stahl

Conferenced in on the phone: BWSR BC Jeremy Maul

**Call to order**: 5:05pm

**SWCD Operations**: Discussed staffing and how staffing needs impact operations. The SWCD is in need of admin support staff help. Discussed around 32 hours per week of admin help is needed. Discussed ideas to complete the admin work including reaching out to the county to see if they would be interested in a shared position. Looked at space restrictions that will impact staffing desks and placement, Administrative Hatlewick will talk with NRCS about possible adjustment to current space.

Discussed drill, rentals from 2017 and how we can ramp up services for 2018. The SWCD will look at how we can increase services for 2018.

**Employee Handbook**: Employees would still like the board to consider a “flex work” schedule. However, based on legal advice the board is not willing to consider a non-exempt employee “flex work” schedule.

Discussed the possibility of changing staff annual and sick leave over to a single category of Personal Time Off (PTO). Administrator Hatlewick offer the Board a draft possible for their review and consideration. Will discuss more at the Jan. 11th Board meeting.

**Other:**

**Infrastructure:**  Discussed office space and lack thereof extra space. Currently, we do not have extra space available. Administrator Hatlewick will work with NRCS to explore alternatives space options.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**SUPERVISOR**