

SHERBURNE SOIL AND WATER CONSERVATION DISTRICT
MINUTES OF THE JANUARY 5, 2009 SPECIAL MEETING

The meeting was called order at 2:00 P.M. by Chairperson Seeley.

Those present were: Debra Seeley, Chair
 Leander Schlosser, Vice Chair
 Larry Goenner, Secretary
 Douglas Manthei, Treasurer
 Douglas Hipsag, Supervisor
 Mark Basiletti, Interim District Manager
 Tiffany Determan, Watershed Coordinator
 Gina Hugo, District Technician

Final Interviews for the position of the Administrative Assistant:

The first candidate Francine Larson entered, she was introduced by Mark. Board members and staff introduced themselves.

Francine shared her skills and accomplishments which included 12 years of secretarial experience in a wide variety of businesses and agencies. She also has 10 years of experience working in Quickbooks[®]. She has transitioned a business from manual book keeping to electronic. She also mentioned her passion for the outdoors. Schlosser commented that her responses in the first interview left an excellent impression. Francine responded positively to the challenge of working the tree sale and “getting her hands dirty.” She had college courses that taught minute taking. In her current position she organizes lodging and meeting rooms for out of town clients. She is flexible for taking minutes at evening meetings. She has experience in web design and knows a little HTML. She stressed her proficiency in Microsoft Xcel[®]. If offered the position by the Board she would like to give her current employer two weeks notice of her resignation.

Francine thanked the Board for inviting her back for a second interview; she exited at 2:25 PM.

Schlosser discussed the methodology of selecting the top two candidates. Schlosser and Manthei reviewed the top resumes that Mark had thought to be good possibilities (out of about 150 that were submitted.) From that they selected 6 to interview. The two chosen for final interviews were selected based on experience and level of qualifications.

The second candidate, Jeanette Miller entered at 2:30 PM, she was introduced by Mark. Board members and staff introduced themselves.

Jeanette gave an account of her experience which included 10 years of accounting work, 10 years of administration work and three years of taking minutes at City Council meetings. She responded positively to the idea of organizing and working the tree sale. She described strengths as being self-motivated and able to work unsupervised. She has had no experience doing web design, but would be interested in learning. She has experience

working in Quickbooks[®]. If offered the position by the Board she would like to give her current employer two weeks notice of her resignation.

Jeanette thanked the Board; she exited at 2:45 PM.

Starting salaries were discussed. Mark reported that Lee and Doug had previously discussed that if Jeanette were selected, based on her years of experience, they would recommend offering her \$38,000 annually and after a successful completion of a six month probationary period her wage should be increased to \$40,000. He also reported that Lee and Doug had discussed that if Francine were selected, they would recommend offering her \$36,000 annually and after a successful completion of a six month probationary period her wage should be increased to \$38,000.

Mark shared the references he was able to connect with, all were positive.

Schlosser made a motion to adjourn. Manthei seconded the motion. All were in favor. The meeting adjourned at 2:55 PM.

Respectfully Submitted by:

Larry Geonner, Secretary