

Human Resources Committee
Meeting Minutes
September 29, 2016, 9:00 a.m.
Conference call

0.0 Call to Order

0.1 Roll Call

Gary Schriver	Ph	Mike Otto	Ph
Mary Jeann Batham	Ph	Roy Schoon	Ph
Mable Mantel	Ph		

Also present: Steve Ehrhardt, President, Roxy Thompson, HR Specialist and Amy B. Simpson, Administrative Assistant

0.2 Items Added to the Agenda by Committee Members or Staff

No new items added.

0.3 Approval of Agenda

Chair Schriver called for a motion to adopt the September 6, 2016, agenda. It was moved by Mabel Mantel and seconded by Roy Schoon that the agenda be adopted. On roll call the vote was as follows:

Aye: all (the motion was declared carried.)

1.0 Committee Affairs

1.1 Approval of the September 6, 2016, Meeting Minutes

Chair Schriver called for a motion to adopt the September 6, 2016, minutes. It was moved by Mary Jeann Batham and seconded by Mabel Mantel that the September 6, 2016, meeting minutes be adopted. On roll call the vote was as follows:

Aye: all (the motion was declared carried.)

1.2 Discussion of the job description regarding having an Executive Director or CEO of Elderbridge

Chair Schriver stated at that last meeting the discussion centered around whether the position should be Executive Director or CEO. President Ehrhardt stated that he visited with Donell Doering and Shelly Sindt concerning the job title of the position. Both Co-Directors stated they had no problem with either job title. The salary range at other agencies was \$60,000 to \$90,000. Mike Otto stated he had no problem with the CEO job title and liked the sample job description from Milestones as well as the job description provided by HR Specialist, Roxanne Thompson. He also, stated he does not have a problem with a cost of living increase to salary that the previous Director had.

It was moved by Mabel Mantel and seconded by Mike Otto to approve the job description of CEO that HR Specialist Thompson created and the salary would be similar to previous director to include the cost of living for the past two years. On roll call the vote was as follows:

Aye: all (the motion was declared carried.)

The position will be posted internally after Board approval. If the candidate is not chosen at that time, than the position would be posted externally.

1.3 Adjournment

There being no further business before the HR Committee it was moved by Mike Otto and seconded by Mable Mantel that the meeting be adjourned at 9:15 a.m.