



MINUTES OF SPECIAL MEETING OF THE BOARD OF COMMISSIONERS

February 9, 2021

The meeting was called to order in at 3:30 p.m. by Board President Patricia Hale via telephone conference call in conformance with Governor's Proclamation 20-28.14.

Commissioners Participating

Commissioner Patricia Hale, President
Commissioner Ron Ricker, Vice President
Commissioner Charlotte Haines, Secretary

Staff Participating

Diane Pottinger, District Manager
Denny Clouse, Operations Manager
Theresa Harrington, Executive Assistant

PUBLIC COMMENT

Members of the public were invited to participate in the telephone conference call. The dial-in number was posted at the drive-up window at the District administrative offices and posted with the agenda on the District website. No members of the public were present.

OLD BUSINESS

a. Salary and Compensation Survey

At the February 2nd regular Board meeting the commissioners requested a study session to discuss the proposal to engage the services of a human resource firm to conduct a salary and compensation survey for the district.

District Manager Diane Pottinger began the session by providing background on the needs for this survey. The District will have two management positions open in 2021 and would like to attract qualified professionals to fill both roles. The District has not hired an outside consultant to conduct a salary and compensation survey since 2008. Ms. Pottinger invited five human resource consulting firms to submit a scope of work and bid for the project. Three firms responded providing a wide range of project options. A robust discussion ensued on the scope of work as well as the merits of engaging in this type of study. After much discussion, a consensus was reached that conducting the survey in house would not be as efficient or effective as outsourcing the project and a good review of the District's personnel manual would be beneficial.

Ms. Pottinger informed the Board that, after careful review of the proposals, one firm presented a scope of work that matched the District's request best. This firm also had availability to complete the survey in 6-8 weeks which better fits with the District's timeline. She recommended to the Board that District pursue this option. After further discussion, the Board agreed and directed the District Manager to engage the selected firm to conduct the survey.

Commissioner Hale concluded the meeting at 4:45 p.m.

The next regular meeting of the Board will be on February 16, 2021 at 3:00 pm via telephone conference call.

Patricia M. Hale

Ron Ricker

Charlotte Haines