

**Work Session re: clerk job description/qualifications; 2019 Employee Resolution and Employee Compensation**

**Tuesday, April 15, 2019, 6:00 pm**

**Harris Town Hall**

Present: Madam Chair Clayton, Vice Chair Haubrich, Supervisor Kelley, Supervisor Kortekaas, Supervisor Schack, and Treasurer Adams

The work session was called to order at 6 PM by Madam Chair.

Pledge to the flag was conducted.

The purpose of the work session was to continue to pull together a job description and qualifications for the clerk position, along with the salary and finalize the Admn Policy.

The board reviewed the qualifications discussed at the April 2<sup>nd</sup> Work Session, and felt that no changes needed to be made, at this point.

The board discussed a salary which would be pertinent to the clerk duties, while considering the criteria they used to pull together the Treasurer salary. Hours were determined to be 25-30 hours per month to perform those duties. Because the position will serve a six month probation, the Board felt confident that at the six month probation duties and salary would be reviewed. It also was discussed the importance of having the clerk, and treasurer record the length of time it takes to perform duties, on their monthly pay request.

The board pulled together a salary range for the position, along with a monthly salary (which was calculated from the minimum salary range amount.)

A draft will be pulled together by Madam Chair, and brought forward to the April 18<sup>th</sup> work session. If agreed upon by the board, the entire job description, qualifications, salary, etc. will on the April 24<sup>th</sup> P and F Meeting Agenda. The intention of the board is to finalize the Clerk duties and qualifications; and the 2019 Resolution and Employee Compensation, and post the Clerk position.

A motion was made by Supervisor Kelley, and seconded by Supervisor Haubrich to adjourn the meeting at 7:00 PM. Motion passed.

Submitted by: Peggy Clayton, Madam Chair

Signed by: 

Chair