

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

**Tuesday, April 18, 2019, 6:00 pm
Harris Town Hall**

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

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 review and finalize the Clerk job description and qualifications, as well as the Admn Policy.

The board reviewed the draft job description, and made some minor changes. Overall the job description was intact. The ad for the newspapers was reviewed, and the board agreed on the 3 week advertising period (April 28-May 19) with the position to close on Wednesday, May 22,2019. The ad will run in the Herald Review, Manneys Shopper, and Scenic Range Forum.

The board also reviewed the draft of the Resolution for Officers Compensation, Employee Compensation, and Employee Compensation Policy. Language was added to the employee Compensation Policy regarding wages and mileage rate for employees attending mandated training.

The Clerk job description, the Clerk ad for the newspapers, Resolution for Officers Compensation, and Admin Policy will all be placed on the April 24th P and D Meeting Agenda.

A motion was made by Supervisor Kelley, and seconded by Supervisor Haubrich to adjourn the meeting at 7:15 pm. Motion passed.

Submitted by: Peggy Clayton, Madam Chair

Signed by.

Chair

