

**Personnel, Legislative and Public Affairs Subcommittee
Meeting Minutes
December 11, 2012**

A meeting of the Papio-Missouri River Natural Resources District's Personnel, Legislative and Public Affairs Subcommittee was held at the Natural Resources Center, 8901 S. 154th Street, Omaha, NE on December 11, 2012. The meeting was called to order by Chairperson Dave Klug at 6:30 p.m.

QUORUM CALL: Quorum call was taken. The following were in attendance.

Subcommittee Members Present	Subcommittee Members Absent	Other Directors Present	Others Present
Conley (Fred)		Lanphier	John Winkler
Erickson		Conley (John)	Marlin J. Petermann
Fowler (V-Chair)		Kolowski	Jean Tait
Japp		Japp	Jim Becic
Klug (Chairperson)			Emmett Egr
			Heather Borkowski
			Paula Peacher
			Kelli Lieurance
			Randy Stevenson
			Patrick Leahy
			Curt Frost
			Ron Woodle

* Excused Absence

** Alternate Voting Member

PROOF OF PUBLICATION: Notice of the meeting was posted in all District offices and published in the Omaha World Herald on December 6, 2012. The proof of publication affidavit is included with the file copy of these minutes.

ADOPTION OF AGENDA:

- **It was moved by Director Fowler and seconded by Director Erickson that the agenda be adopted.**

Roll call was taken on the motion. The motion carried on a vote of 5-0.

Voting Yea: Conley, Erickson, Fowler, Thompson, Klug

Voting Nay: None

Abstaining: None

Excused Absence: None

Absent: None

Review and Recommendation on Amendments to P-MRNRD Pay Program Administration Manual for Calendar Year 2013:

NRD staff member, Jean Tait and Paula Peacher, Silverstone Group briefed the subcommittee on staff-recommended amendments to the NRD's Pay Program Administration Manual for Calendar Year 2013. The recommendations included:

No change to the current Merit Matrix
No change to the 0% COLA
Acceptance of the administration change to pages 12 and 13 of the Manual

- **It was moved by Director Fowler, seconded by Director Conley that the Subcommittee recommends to the Board that the staff- recommended adjustments be adopted and incorporated into the District's Policy Manual.**

Roll call was taken on the motion. The motion carried on a vote of 5-0.

Voting Yea: Conley, Erickson, Fowler, Thompson, Klug
Voting Nay: None
Abstaining: None
Excused Absence: None
Absent: None

Review and Recommendation on Amendments to P-MRNRD Affirmative Action Policy:

Jean Tait and Kelli Lieurance, Baird Holm LLP, briefed the subcommittee on the staff-recommended amendments to the NRD's Affirmative Action Policy and actions implemented during the past annual reporting period.

- **It was moved by Director Erickson, seconded by Director Conley that the Subcommittee recommends to the Board that the proposed revisions to the Papio-Missouri River NRD Affirmative Action Plans be adopted and incorporated into the District's Policy Manual.**

Roll call was taken on the motion. The motion carried on a vote of 5-0.

Voting Yea: Conley, Erickson, Fowler, Thompson, Klug
Voting Nay: None
Abstaining: None
Excused Absence: None
Absent: None

Review and Recommendation on Amendments to P-MRNRD Safety Manual:

NRD staff member, Heather Borkowski, briefed the subcommittee on staff-recommended amendments to the District's Safety Manual.

- **It was moved by Director Erickson, seconded by Director Conley that the Subcommittee recommends to the Board that Appendix J of the Safety Manual be adopted to include the Cellular Telephone Policy and Emergency Safety Situation Plan.**

Roll call was taken on the motion. The motion carried on a vote of 5-0.

Voting Yea: Conley, Erickson, Fowler, Thompson, Klug
Voting Nay: None
Abstaining: None
Excused Absence: None
Absent: None

Review and Recommendation on Amendments to P-MRNRD Employee Handbook:

Jean Tait and Randy Stevenson, Baird Holm LLP briefed the subcommittee on staff-recommended amendments to the NRD's Employee Handbook. Tait stated that items 1-3 are primarily housekeeping in nature and items 4 and 5 are recommended additions to the handbook.

- **It was moved by Director Conley, seconded by Director Fowler that the Subcommittee recommends to the Board that the amendments to the Employee Handbook be adopted and incorporated into the District's Policy Manual.**

Roll call was taken on the motion. The motion carried on a vote of 5-0.

Voting Yea: Conley, Erickson, Fowler, Thompson, Klug
Voting Nay: None
Abstaining: None
Excused Absence: None
Absent: None

ADJOURNMENT: Being no further business, the meeting adjourned by acclamation at

6:50 p.m.