

**PERSONNEL, LEGISLATIVE AND PUBLIC AFFAIRS
SUBCOMMITTEE MEETING**

May 16, 2006

9:00 p.m.

AGENDA

Personnel, Legislative and Public Affairs Subcommittee:

Fred Conley, Chairperson
Dick Connealy, Vice Chairperson
Tim Fowler
John Schwope
Rich Tesar

Alternate Members: Rick Kolowski
Jim Thompson

Staff Liaison: Emmett Egr
Christine Jacobsen

1. Meeting Called to Order – Chairperson Fred Conley
2. Quorum Call
3. Adoption of Agenda
4. Proof of Publication of Meeting Notice
5. Review and Recommendation(s) on Affirmative Action Plan – Pat Teer
6. Review and Recommendation on the Process for Hiring a General Manager for the District – Director John Conley
7. Adjourn

MEMORANDUM:

TO: PERSONNEL, LEGISLATIVE AND PUBLIC AFFAIRS SUBCOMMITTEE

SUBJECT: Affirmative Action Report

DATE: March 2, 2006

FROM: Pat Teer, Administrative Coordinator

A copy of the updated P-MRNRD Affirmative Action Plan is attached. The changes are housekeeping in nature, i.e., date changes and an update of labor force statistics (see page 7). A copy of the spreadsheet used to compute workforce data is also attached. The base data for the labor workforce statistics is taken from the 2005 Nebraska Affirmative Action Report compiled by the Nebraska Department of Labor - Labor Market Information Center.

The following actions have been taken regarding the implementation of the P-MRNRD Affirmative Action Plan during Calendar Year 2005:

1. Plan was updated and revisions approved by the Board of Directors at their March 10, 2005, meeting.
2. Affirmative Action Plan has been incorporated into the P-MRNRD Employee's Handbook and is posted to the District website.
3. Updated plan and EEO Statement was e-mailed to District employees on March 24, 2005.
4. Equal Employment Opportunity Statement was distributed on March 24, 2005, to all District field offices to be posted.
5. District Job Application form was reviewed by Jonathan Breuning, Baird Holms. Updated version in use as of April 29, 2005.
6. Continued use and update of list of agencies and organizations to contact when openings occur. See attached list.
7. Continued use of Affirmation Action Plan Application Information Form to obtain information from applicants for affirmative action purposes. This form is filled out by applicants on a voluntary basis. See attached.
8. The following position was filled during Calendar Year 2005:
 - * Groundskeeper at Chalco Hills Rec Area (SG-5) – The position was advertised in the Omaha World Herald on January 19 and 28, 2005. Notice was also sent to agencies on the contact list. The District received 60 applications. **Brad Mohrmann** was hired and began work on May 23, 2005. Brad has worked for the District as a Summer Hire Groundskeeper since 2000.

RECOMMENDATION - *It is recommended that the Subcommittee recommend to the Board that the proposed revisions to the P-MRNRD Affirmative Action Plan be adopted.*

MEMORANDUM

TO: Personnel, Legislative and Public Affairs Subcommittee

SUBJECT: Process for Hiring a General Manager for the District

DATE: May 11, 2006

FROM: Marlin Petermann, Acting General Manager

The Board of Directors is currently faced with the responsibility of hiring a General Manager. There are several directions the Board could pursue ranging from:

1. Handling the hiring internally
2. Conducting its own state-wide or nation-wide search, or,
3. Hiring a consultant firm to handle recruitment, interviews, placement, etc.

To help understand the type of services provided by search firms, some promotional material from The Noll Company and an e-mail from Aureus Group are attached for your review and information. The cost of such services normally ranges from 25 – 30 percent of the candidate's starting salary.

If the Board decides to pursue the option of utilizing a recruitment company to perform the General Manager search, the District's Purchasing Policy for Professional Services (Policy 15.2 attached) would apply. An Ad Hoc Consultant Selection Subcommittee for General Manager Candidate Search would need to be formed and the Chairperson would need to appoint members to the Ad Hoc group. The Ad Hoc Subcommittee would bring a recommended search consultant contract to the Board for consideration.