

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

May 8, 2007

6:45 p.m.

AGENDA

Personnel, Legislative and Public Affairs Subcommittee:

John Schwope, Chairperson
Fred Conley, Vice Chairperson
Dick Connealy
Rick Kolowski
Rich Tesar

Alternate Members: Tim Fowler
David Klug

Staff Liaison: Emmett Egr
Christine Jacobsen

1. Meeting Called to Order – Vice-Chairperson Fred Conley
2. Notification of Open Meetings Act Posting and Announcement of Meeting Procedure – Chairperson John Schwope
3. Quorum Call
4. Adoption of Agenda
5. Proof of Publication of Meeting Notice
6. Review and Recommendation on P-MRNRD Affirmative Action Plan –Pat Teer
7. Review and Recommendation on Board of Director Meeting Schedule – John Winker
8. Adjourn

MEMORANDUM:

TO: PERSONNEL, LEGISLATIVE AND PUBLIC AFFAIRS SUBCOMMITTEE

SUBJECT: Affirmative Action Report

DATE: April 19, 2007

FROM: Pat Teer, Administrative Coordinator

A copy of the updated P-MRNRD Affirmative Action Plan is attached. The plan was reviewed by Mark Hudson, Baird Holm. He did make a few recommendations for changes that are incorporated in this plan. The changes are for the most part housekeeping in nature, i.e., date changes and an update of labor force statistics (see page 7).

The following actions have been taken regarding the implementation of the P-MRNRD Affirmative Action Plan during Calendar Year 2006:

1. Plan was updated and revisions approved by the Board of Directors at their May 19, 2006, 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 May 22, 2006.
4. Equal Employment Opportunity Statement was distributed on May 26, 2006, to all District field offices to be posted.
5. Continued use and update of list of agencies and organizations to contact when openings occur. See attached list.
6. District Affirmation Action Plan Application Information Form was reviewed by Mark Hudson, Board Holm and recommended amendments were incorporated. This form is used to obtain information from applicants for affirmative action purposes and is filled out on a voluntary basis. See attached.
7. District Job Application form was reviewed by Randy Stevenson, Baird Holm. No changes were made to the form.
8. The following positions were filled during Calendar Year 2006:
 - * Receptionist/Secretary at NRC (SG-6) – Position notice was sent to District employees on June 23, 2006. **Sonya Carlson** was hired and began full time with the District on July 3, 2006. Sonya was working for the District as the I&E Intern which is a temporary position. This gave her the opportunity to accept a full time position with the District.
 - * Conservation Technician at Walthill Field Office (SG-6) – This position was

advertised in the Sioux City Journal on August 12 and 19, 2006; and the Pender Times on August 17 and 24, 2006. The District received 27 applications. **Dennis Cady** was hired and began work on October 30, 2006. Dennis is a former NRCS employee at the Walthill Office.

- * General Manager – The position was advertised in the following newspapers during the week of June 18, 2006: Chicago Tribune, Lincoln Journal Star, Des Moines Register, Kansas City Star, Denver Post, Minneapolis Star Tribune, Omaha World Herald and the position was posted on Careerlink.com. Thirty-six applications were received. Chairperson Thompson appointed the following Directors to the Ad Hoc General Manager Selection Subcommittee: Rick Kolowski, Chairperson; Fred Conley, John Conley, Tim Fowler and Rich Tesar. The Ad Hoc Subcommittee reviewed all applications and interviewed 5 candidates. On September 27, 2006 the Subcommittee recommended that **John Winkler** be hired as General Manager. The Board approved the recommendation at their October 12, 2006 meeting. John began work with the District on December 1, 2006.

RECOMMENDATION *-Recommendation that the Board adopt the proposed amendments to the P-MRNRD Affirmative Action Plan.*

Agenda Item 7

Review and Recommendation on Board of Director Meeting Schedule –
This item will be discussed at the PLPA Meeting.