

Story County Conservation Board – Retreat Meeting
Tuesday, September 14, 2010
Story County Conservation Center, McFarland Park

Chair W. Clinton called the retreat meeting to order at 3:32 p.m.

<u>Roll Call of members</u>	<u>Staff</u>	<u>Guests</u>
Wayne Clinton – present	Steve Lekwa, Director	No guests present.
Erin Wilgenbusch – present		
Ted Tedesco – present		
Don Toms – present		
Joyce Hornstein – present		

The job description for the director was reviewed and edited using the proposed new format provided by HR Director Dave Hansen. Clinton explained the difference between duties required and a work list in order to show the difference between the old and new job description formats. The new format focuses on duties.

The need for an associate director or deputy director was brought up by Wilgenbusch. Several board members felt the director's job may have become too many things to too many people. No decision was made on when or how to proceed regarding an associate. Discussion included concern for how the budget could handle another administrative staff person.

Required education and job experience were discussed. The board wanted a more detailed definition for experience than "job related". It was felt that the kind of experience necessary would depend on whether the board wanted a business manager or a program manager.

The sample job description was then evaluated point by point with the board members suggesting changes in wording. It was mentioned that some of the duties could be assigned to another staff member or members. Director Lekwa agreed to update the draft job description based on the board's comments and e-mail it to the board for their review. It was hoped that a final draft of the director's job description would be approved by the board at their October meeting and then forwarded to the HR Director for his review.

A transition plan for seeking and selecting a new director was then discussed. Clinton suggested that the open period for application should be at least 30 days and that a 3-tier selection process be used. The board or a committee appointed by the board would evaluate applicants and select a slate of candidates for interview. Interview candidates would also be expected to meet with staff members and to attend a meeting where the general public could meet them. Clinton suggested that additional people from outside the board could be appointed to a screening committee, but emphasized that only the board would have the power to make a final decision.

Budget issues were discussed regarding the advertizing and hiring process. Director Lekwa reminded the board that he would be trying to work down his vacation time before the end of May, 2011, in order to relieve the board of a large vacation pay-out with his final pay check. Timing for advertizing, interviewing, and final offer to a new director will be discussed with HR Director Dave Hansen before the October meeting with the intention that a transition plan/schedule will be approved at the board meeting on October 11.

The retreat meeting was adjourned at 5:30 p.m. in order to cook and eat supper together before the 6:30 regular board meeting.

Steve Lekwa, recording secretary