

HUMAN RESOURCES COMMITTEE MINUTES

Thursday, August 28, 2025

A meeting of the Human Resource Committee was held on Thursday, August 28, 2025, at 12:55 p.m. at the District office.

Chairman Hamel announced a quorum was present. He announced that he would be leaving the meeting due to a prior engagement, as the prior meeting when longer than expected.

COMMITTEE MEMBERS PRESENT:

Alan Hamel - Chairman, Ann Nichols – Vice-Chairwomen, Tom Goodwin, Bill Long, and Leann Noga.

COMMITTEE MEMBERS ABSENT AND EXCUSED:

Dallas May

OTHERS PRESENT:

Pat Edelmann, Justin Disanti, Kevin Karney, SECWCD Board of Directors; Misty Bellino, Administrative Manager; Peter Levish, Staff Attorney; Nina Makloski, District Human Resource Consultant.

APPROVAL OF MINUTES:

Chairman Hamel confirmed that members of the Committee received their copy of the December 12, 2024, minutes and asked if there were any corrections or additions. Mr. Goodwin moved, seconded by Chairwomen Nichols, to approve the minutes. Motion unanimously carried.

INFORMATOINAL ITEMS:

Staffing Update

Mrs. Noga started by mentioning the regular updates posted to the Committee on staffing and human resources activity. She reported that the current staff count is 13, including new hires Robert Banham, Trevor Singleton and Misty Bellino. A new accountant will be joining the District on September 15, bringing the total to 14. She mentioned that one position is still in need for 2025 which is a Program Manager who will oversee multiple projects and programs, but mainly the

With a primary focus on the Arkansas Valley Conduit. She indicated that a staff of 15 is an ideal target but feels the final number will depend on the future needs once roles are finalized remaining and gaps are identified. Mrs. Noga reminded the committee that two staff members will be retiring, both Stephanie Shipley and Lee Miller in January 2026.

2025 Human Resource Plan Update

Mrs. Noga summarized the items below that have been completed with the assistance of Mrs. Makloski.

- One on one staff meetings (Mrs. Malkoski and staff)
- Payroll date adjustment (starting September payroll)
- Exempt status legal requirements and best practices
- Non-exempt status legal requirements best practices
- Water Resource Administrative Analyst job description and adjustment

Mrs. Noga suggested adjusting the human resource work plan, requesting Mrs. Makloski to concentrate on updating and completing the District's job descriptions. This step is intended to prepare for a comprehensive employee total compensation study including salary and benefit to be completed by a third-party contractor. The Committee agreed with this approach. The employee handbook review will begin once the job descriptions are finalized.

Mrs. Noga will draft a request for proposal for an employee total compensation study including a salary and benefits survey and a list of invited forms.

Executive Director Annual Review

Mrs. Noga reminded the committee that her annual review was coming up in the month of October. The Committee determined that Mrs. Makloski would create an annual review form and provide it to the human Resource Committee.

EXECUTIVE SESSION:

None

OTHER BUSINESS:

None

NEXT MEETING

To be determined at a future date.

ADJOURN

Chairwomen Nichols adjourned the meeting at 2:04 p.m.

Respectfully Submitted,
Leann Noga
Executive Director