REGULAR SESSION 10:06 a.m.

TOPICS:

- CDS Vacancies (not on Agenda)
- CDS Interim Pay
- Local 792 – Letter of Understanding
- Local 792CH – Letter of Understanding

ATTENDANCE: Perry Huston, Bruce Coe, Kirk Eslinger, Allison Kimball

DISCUSSION:

- CDS Vacancies
  - In light of the recent resignation of the department's only “Planner II”, it was determined to promote Jan Sharar from “Planner I” to “Planner II”. It is the opinion of the Board that Jan has been completing advanced duties on a consistent basis since the beginning of the year due to the workflow needs of the department.
  - The vacant “Planner I” position will be posted.

- CDS Interim Pay
  - When the CDS Director separated from employment in April 2004, the Board felt that an “interim director’ assignment would not be needed. In the subsequent 6 months, much of the additional workload has fallen to Allison Kimball. The Board wanted to discuss the need for determining appropriate interim compensation.
  - There has been no written guideline or consistent application of interim pay. The Board directed the HR Director to use the outcome of this situation as a guide in bringing back suggested policy language.
  - The Board determined to assign interim pay from 04/15/04 through 11/15/04 (representing the impact from the date the previous director left until one month after the new director starts). The amount will be based upon half of the
difference between Allison's current wage and the base of the CDS Director's wage scale.

- Local 792 – Letter of Understanding
  - Paul Bennett has requested that we exercise a letter of understanding with Local 792 to allow retaining a seasonal “Flagger” one month beyond the five months allowed by contract.
  - The Board approved approaching the Union.

- Local 792CH – Letter of understanding
  - David Bowen has previously gained the approval of the Board to upgrade the position of “Accounting Technician” to “Accountant”.
  - Paul Bennett has identified the need to post his vacant “Receptionist” position as a 30-hour position instead of 40-hours.
  - The Board approved approaching the Union on the matter, but identified that the matter probably did not require a letter of understanding.

*END REGULAR SESSION 11:22 a.m.*

*NO EXECUTIVE SESSION HELD*