

DISTRICT SPECIAL BOARD MEETING

Thursday, October 11, 2018

10:00 A.M.

Conservation Building

912 Houston Street

Preston, MN 55965

Minutes

MEMBERS PRESENT: Tim Gossman, Brian Hazel, Bob Pickett, Kathy Tesmer, Travis Willford

MEMBERS ABSENT: None.

OTHERS PRESENT: Donna Rasmussen, Jeanette Serfling, Adam Beilke (BWSR), Jessica Bronson (NRCS), Rick Berscheid (NRCS), Susan Herreid (Sand Creek Group)

Hazel called the meeting to order at 10:15 a.m. and welcomed everyone. Everyone introduced themselves.

Susan Herreid explained the purpose of the meeting - to get the leaders together to work through the issues through collaboration and support efforts.

Susan reviewed the climate assessment themes which included:

- Communication and Follow through
- Leadership and Supervision
- Collaborative Problem Solving and Team Work
- Conflict Resolution
- Equity and Consistency
- Role Clarity and Work-related Expectations
- Change and Transition
- Professional Trust and Respect
- Accountability

From the discussion between NRCS and SWCD management and Board of Supervisors, the outcomes are:

- Emails regarding NRCS programs and information will be shared with all staff
- Staff meetings will have an agenda with minutes taken. All staff will have opportunity to add to the agenda
- Weekly meetings will take place with NRCS and SWCD management with reports to the SWCD Board
- Policy for accessing Federal files will be developed by NRCS
- Phone lines-NRCS Rick Berscheid to check
- NRCS will provide monthly reports to the SWCD Board
- Space and office logistics

- SWCD Admin Assistant's role with NRCS
- Regular Sharing with Personnel Committee regarding office relationships
- Verify whether or not State Cost Share files that could be in Federal files-provide list by townships
- White board calendar and sign in/sign out board to be used by both NRCS and SWCD
- Policy for accessing files from SWCD staff desks when out of the office or in the field
- Develop team agreements for mutual respect within the office
- Operational agreement between NRCS and SWCD will be updated
- Follow-up meeting in mid-January to review progress

II. ADJOURNMENT

Motioned by Gossman seconded by Willford to adjourn the meeting. Affirmative: Gossman, Pickett, Tesmer, Willford, Hazel. Opposed: none. Motion carried.

The meeting was adjourned at 12:29 p.m.

Respectfully Submitted,

Kathy Tesmer