

NORTHEAST RED WATERSHED DISTRICT

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Special Board Meeting #2024-10

July 31, 2024

PRESENT Verner Johnson – Chairperson, Provincial Appointee
BOARD Marc Ross – Vice Chairperson
Russ Gawluk – Brokenhead River S.D.
Elwood Lamont – Lower Cooks Creek S.D.
Jonothon Roskos - Carrs Creek/Lower Seine S.D.
Greg Mandzuk – Catfish Creek /Gull Lake S.D.
Jack Kowalchuk – Devils Creek S.D.
Scott Spicer – Red River S.D.
Edgar Scheurer – Red River S.D.
Brad Ingles – Upper Cooks Creek S.D.

STAFF Danica Racicot – Manager
Starr Harder – Administrator

Special meeting by email sent July 31, 2024

Good afternoon NRWD Board Members,

Following the receipt of 13 applications for the Program Coordinator position as advertised on July 9, 2024, the HR Committee has started the interview process for a short list of qualified candidates. We had two successful interviews yesterday afternoon and have two more on the horizon for Friday afternoon. Given it is August tomorrow, we would like to be able to offer the position to the successful candidate early next week so that they have time to provide notice to their employers, allowing them to start employment at the beginning of September in time for all of the upcoming sub-district meetings.

After speaking with our Watershed Planner Colleen, she proposed that we hold a special meeting to seek the board's approval for the HR Committee to hire a Program Coordinator, prior to offering the position to the successful candidate. Our final approved budget for the 2024-2025 fiscal year included \$80,000 towards the Program

Coordinator position, which included benefits and pension. We are proposing a suitable range in the resolution below that best reflects the candidate qualifications as well as the salary range for Watershed District Coordinators in other Districts.

If you approve Resolution 2024-48, please reply all to this email to move or second this resolution. Please reply before 4PM, Monday, August 5, 2024. Please note that Chairs of each sub-district are to vote only. Vice Chairs have been included to keep in line with our policy procedures.

Program Coordinator Hiring

Resolution 2024-48

BE IT RESOLVED THAT the Board grant the authority for the Human Resources Committee to hire a full-time Program Coordinator at an annual salary range of \$55,000 to \$65,000.

Moved: Russ Gawluk

Seconded: Marc Ross

CARRIED

Verner Johnson- Chairperson

Starr Harder, Administrator