

**Lower Minnesota River Watershed District  
Board of Manager's Personnel Committee  
7:00 p.m., Thursday, January 9, 2025  
County Board Room – Carver County Government Center  
602 East 4<sup>th</sup> Street, Chaska, MN  
Approved \_\_\_\_\_, 2024**

In attendance: In-person: Linda Loomis, Naiad Consulting, LLC, LMRWD Administrator. Della Young, Young Environmental Consulting Group, LLC; President Joseph Barisonzi, Manager Theresa Kuplic and Manager Lauren Salvato attended virtually.

The purpose of this meeting was to confirm logistics for the Q & A Session and finalize the process and criteria for applicant screening.

**1. Set date and time for Q & A session for interested parties**

The committee has scheduled a Q&A session for individuals interested in applying for the position. This anonymous, virtual session will take place at 7:00 PM on January 21, 2025.

**2. Detail structure of Q & A session**

The Committee deliberated on the setup and format of the Q&A session. Interested parties will need to register with the current Administrator to receive participation details, including the virtual link and sign-in instructions. Della Young will facilitate the session.

**3. Establish process for screening applicants including criteria to evaluate applicants**

Applications are due by January 30th. The committee will convene at 7:00 PM on Monday, February 3rd to review applications and select candidates for interviews. In-person interviews will be scheduled for 7:00 PM on Thursday, February 6th, and may continue on Friday, February 7th, depending on the number of interviews.

**DUE OUTS:**

Linda will post announcement of Q & A session on LMRWD website, Facebook and Linked In; set-up Webex for Q & A session; accept registrations for Q & A; share the annual work plan with applicants; invite CAC to review applications and join the interviews.

Della will discuss with Linda the role of CAC in the hiring process; prepare a list of frequently asked questions for the Q & A session.

Manager Salvato will promote the Q & A session through her networks

President Barisonzi will prepare a slide deck template for the q & A session; update the timelines in the proposed plan for recruitment; create an aggregate document with sample q & A's and send it to the group for editing and commenting

The meeting adjourned at 8:09 p.m.

Next Personnel Committee meeting: the next meeting of the personnel committee is planned for 7:00 p.m. Monday, February 3, 2025.