

SAN BERNARDINO VALLEY WATER CONSERVATION DISTRICT

MINUTES OF THE
ADMINISTRATIVE COMMITTEE MEETING

October 2, 2009
3:15 p.m.

Chairperson Tubbs called the Administrative Committee Meeting to order at 3:20 p.m. All present stood for the pledge of allegiance, led by Chairperson Tubbs.

ADMINISTRATIVE COMMITTEE MEMBERS PRESENT:

Cheryl Tubbs, Chairperson
Clare Henry Day, Director
Arnold Wright, Director

STAFF PRESENT:

R. Robert Neufeld, General Manager
Colleen Theuer, Administrative Manager
Shanae Smith, Executive Assistant

GUESTS PRESENT:

Melody McDonald, Director

1. PUBLIC PARTICIPATION

Chairperson Tubbs announced this as the time for any persons present, who so desire, to make an oral petition to the Administrative Committee. Hearing none, the meeting proceeded with the published agenda items.

2. ADDITIONS/DELETIONS TO AGENDA

There were no additions or deletions to the agenda.

3. APPROVE MINUTES FROM MEETING OF SEPTEMBER 2, 2009

It was moved by Director Day and seconded by Director Wright to approve the minutes of the Administrative Committee meeting from September 2, 2009. The motion carried unanimously.

4. REVIEW FOR APPROVAL DRAFT JOB DESCRIPTIONS FOR EXECUTIVE ASSISTANT I & II

Mr. Neufeld said the second round of interviews for the Finance Supervisor position had been completed and that Cindy Navaroli of Platinum Consulting Group will be making an offer to the preferred candidate by close of business. He announced that the interview process was handled a little differently and that staff had an opportunity to participate in the process. Staff answered questions from the committee members regarding their interaction with the candidates. Mr. Neufeld said that twelve candidates submitted applications for the position. He said the preferred candidate possessed extensive QuickBooks experience, the accounting software used by the District. He noted that the candidate selected was young and energetic and will be a great asset to the agency. The start date is scheduled for October 19, 2009 to allow for training with the Administrative Manager who will retire on October 30, 2009. A discussion ensued regarding noted characteristics of each candidate observed by staff during the informal interview process.

Mr. Neufeld said that due to the imminent retirement of the Administrative Manager, a closer look was taken to the Executive Assistant position. An Executive Assistant I position will be created as an entry level position and will provide assistance to the District's engineer, ultimately provide back-up to the Executive Assistant II position. He said there was an immediate need to provide administrative clerical support to the engineer. Director Day requested clarification of the duties of the Administrative Assistant. Colleen Theuer said the Administrative Assistant job description identified future modifications, including but not limited to property and contract management.

Mr. Neufeld said that Ms. Smith will be undertaking the Board Secretary duties

5. ADJOURN

There being no further business, the meeting adjourned at 4:55 p.m.