

**BOARD OF COMMISSIONERS
WASHINGTON COUNTY COMMUNITY DEVELOPMENT AGENCY
WASHINGTON COUNTY, MINNESOTA**

The Executive Committee Meeting convened on Thursday, February 6, 2020 at the Washington County Community Development Agency, 7645 Currell Blvd., Woodbury, MN 55125. Staff present Barbara Dacy, Executive Director; and Ryan Gruber, Human Resource and Communications Coordinator.

Meeting called to order at 3:30 pm.

ROLL CALL

Commissioner Widen and Commissioner Ryan were present. Commissioner Belisle was absent.

DISCUSSION Proposed Employment Agreement for the Executive Director Position

Commissioner Widen and Commissioner Ryan reviewed the draft Employment Agreement and asked for clarification regarding the provisions and term of the agreement.

Barbara Dacy, Executive Director presented an overview of the Executive Director job description. Ryan Gruber, Human Resource and Communications Coordinator described the Agency's current compensation plan and how it is structured by grades, steps and the policy regarding performance increases after Step 6 of each salary grade. It was noted Melissa Taphorn has performed well as Deputy Executive Director.

Commissioner Widen and Commissioner Ryan asked for information regarding the comparability of the Agency's salary for the Executive Director position with similar agencies. Mr. Gruber noted the salary range of the Dakota County CDA. Ms. Dacy stated the wage study completed in 2017 plus the annual wage increases have kept the Agency competitive.

Commissioner Widen and Commissioner Ryan determined Commissioner Widen would contact Ms. Taphorn as soon as practical to understand her expectations. Ms. Dacy stated if there are questions, they should be directed to Mr. Gruber or Kathleen Lamb, the Agency's legal counsel, at McGrann Shea.

Ms. Dacy stated there is a placeholder on the February agenda for the Agreement approval.

ADJOURNMENT

Meeting was adjourned at 4:15 p.m.

Chair/Vice Chair