

**WINONA COUNTY SWCD**  
**CLOSED SPECIAL MEETING MINUTES**  
**Ag Service Center, Lewiston, MN**  
November 17, 2010

Meeting was called to order at 9:00 A.M. by Chairman Rudie Spitzer.

Present were supervisors ó Rudie Spitzer, John Bronk, Tom Choinski, Arlene Nelson, and Jim Riddle.

Others present were ó Ann Goering, Attorney; Jim Pomeroy, County Commissioner; Mary Kells, BWSR; Tim Terrill, Daryl Buck, Marlow Mielke, and Brein Maki, SWCD; Jerry Hildebrandt, WWJPB; and Sarah Elmquist, Winona Post.

Basic Draft Policies/Handbook

Ann Goering reported that she did not know she was supposed to work on the Employee Handbook as part of her work with the District's employee conflicts. She stated that an updated handbook will give a better framework for what can be done. A draft Employee Handbook was presented along with a copy of the existing handbook. She noted that the new draft includes just the basics to öskate-byö. The Board and those in attendance went through it and made recommendations, concerns, and changes.

A short recess was taken at 10:50 A.M.  
The meeting reconvened at 10:55 A.M.

Ann will draft an undated Employee Handbook with the changes and updates per the discussion and Board ideas. The new draft will be sent to the Board within a week. The Board asked Ann to prepare and present an Executive Summary of conclusions and recommendations at the December 15, 2010 Board meeting. (Ann departed at 11:45 A.M.)

The Board will hold a Special Board Meeting on December 1, 2010 at 9:00 A.M. to adopt the new Employee Handbook.

County Budget Allocation

No new action was taken by the Board.

August 16, 2010 Meeting Minutes

Tom made a motion to add the words öand carried by affirmative votesö under II. ó B. Jim seconded it and carried by affirmative votes.

ADJOURNMENT ó Tom made a motion to adjourn the meeting. Jim seconded it and carried by affirmative votes.

Meeting adjourned at 1:10 P.M.

Respectfully submitted by:

Tom Choinski, Secretary of the Board