

# MMAD Board Meeting Minutes

## July 11, 2022

**Board members present:** Tim Graham, Mike Binyon, Jeanette Kopell, Chace Gholson, Sarah Stock

**Others present:** Shanon Amsberry

**Meeting began 5:40 p.m.**

**Citizen comments:** None.

Tim had questions about the vacancy announcement for Manager, whether a salary range of \$45,000 to \$65,000 is too low, and if even \$75k is high enough at this point.

Jeanette moved to approve the managers report and bills. Sarah seconded the motion. All were in favor, the motion was approved.

The board discussed hiring a temporary office person. Shanon thought it might be easier to train a manager from the ground up than to bring one in and see if they're able to manage. Someone can learn the procedures and see if they're going to fit. He would like to give Holly Lammert a shot as an admin assistant. She is a teacher that Shanon met at the MARC when working with the students on the citizen science project. Molly thinks that, with her experience, she's worth \$22-23 an hour. She would be part time and would continue being a teacher.

Mike said that running the district requires a lot of skills and that we're not going to find someone, in the short term, who can fulfill all the manager's duties. In the meantime, Shanon needs help with the administrative tasks. Mike feels that Michele was capable except for managing the guys in the field. He said that Carlson may not be coming back by the end of this season.

There was discussion about which services are handled by the county and which are done by the MMAD: purchasing, invoices, personnel, payroll, budget. It's uncertain what parts of the workload would be taken by Holly.

Jeanette expressed concern about a teacher's ability to do the 4 hrs/day and whether she'll become too busy to do the job. There needs to be a job description and then figure out how many hours are required. Tim added that the job description and her expectations need to match. He instructed Shanon to search the maroon hard drive for job descriptions for office manager or assistant. Shanon should also write down what he needs taken off his workload. The board can do an email preview of the admin job description, pay rates, and hours per week.

Tim said that the admin person would not be a potential manager. The manager has to start off with a biological background, understand field operations, have the big picture and can tell when someone is doing their job. He said he's putting his foot down and insisting we need a scientist in charge. There are plenty of scientists that have admin skills, but we need an office manager now. Jeanette added that previous managers needed an office admin.

Sarah and Shanon talked about the benefit of having someone who is interested in different parts of the job than just the admin duties, who can see everything we do and be able to answer questions when the phone rings.

Tim has the vacancy announcement for the manager position, except for the salary range. He wants the board to have a vote on what that salary range should be. Sarah is waiting on some info from the county on benefits and the budget spreadsheet. It may be premature to set the manager salary before knowing what those are. This

turned into a discussion of the role of Grand County in handling the MMAD's budget. It is uncertain what extra payments are made for the services of Chris Baird. The board needs to have more control over the budget and not have to rely so much on the county to be able to make spending decisions.

Mike made a motion to appoint Shanon the Interim Manager until such time as the board finds a permanent manager.

Shanon said that the job can be stressful. He is going to need some help with the policies and procedures. If we have a policy and a procedure manual, then there's really no argument about what has to be done and how it's going to be done.

Tim said that the board put Shanon in the position of manager after firing Libby, then backed off and didn't give him a lot of support. So they want to do it differently. A temporary admin person is a good way to provide some of that support. And when Tim, Mike and Shanon met with Braxton and David, they made the statement that we weren't going to make anybody supervisor. It seems like that was a mistake.

Mike added that he felt that Michele didn't want to or didn't feel comfortable supervising the field crew. Over the last year, the field techs have had a free reign. Shanon agreed that he also feels uncomfortable with that role and that it's hard to reign it back in after they've had that freedom. The group agreed that there needs to be written procedures and protocols that tell employees what is expected of them.

Jeanette said that she's so done with hearing people say they'll do something and then they don't do it. The problem is that you don't listen to supervision, don't listen to the manager. Maybe the last two managers were not comfortable being in a leadership position with other people. If you are going to work for mosquito abatement and be working out in the field, you need to follow directions. If you don't follow directions, we can't have you on the team. That has to be on a piece of paper. These issues have been going for the past 15-20 years, and it's time to stop.

There was some discussion on whether ultimatums should be made. They might quit and go work for McDonald's. The decision was to make those ultimatums in the form of written policies that they sign. There can be a series of consequences for non-compliance.

Jeanette seconded Mike's motion to appoint Shanon the Interim Manager. Sarah said that it should be complemented with a compensation. Shanon asked if \$2 sounded right. Jeanette amended the motion to recommend Shanon as an Interim Manager with an increase of \$2 more an hour and 12 months of employment. Chace seconded and all were in favor.

Tim will finish writing the vacancy announcement for manager and send to the board and to Ari Faraji. Ari can help spread the word. He has been president of the AMCA, so he is known on the national level and he knows people.

Tim said that there needs to be job description for everyone that says what they're being hired to do as well as procedures and protocols. This includes protocols for using the GIS app and Shanon's pesticide log. Michael can start from the old policies and procedures and update them. Procedures will be written for the novice field tech and be explicit.

Shanon wants to have set hours and use a time clock. Sarah said it seems a good idea and a good time to institute it because it would help the board have better oversight on what's going on.

The board also decided that the crew may not use their own vehicles. They need to come to the office, get their phone and vehicle keys. Chace suggested that when they come in, Shanon meet with them and line out the day.

You don't have to micromanage, but keep in contact with them, hold them accountable and all will be starting at the same time.

Tim assured Shanon that he has the backing of the board and they are all united in the need to tighten up the operation. Sarah asked if there should be a communique that says the board is appointing Shannon. Mike indicated that he will email the crew to let them know that Shanon is temporary manager and has authority to enforce all the rules and protocols.

Jeanette said that if they have problems or grievances, they are to write them down and send them to the board and the board will listen.