

Personnel Board Meeting

May 4, 2023 5:30 p.m.

ZOOM

MINUTES

Date: May 4, 2023
Time: 5:30 p.m.
Place: Zoom
Present: Board Member Jim Collins
Board Member Floyd Collins
Absent: Board Member Martina Winston

Others Present: Tracy Hill, Andre Bittas

CALL TO ORDER

Tracy Hill called the meeting to order at 5:30 p.m.

RECORD OF ATTENDANCE

Members Jim Collins and Floyd Collins were present.

APPROVAL OF MINUTES

Jim Collins made a motion that the minutes from the 3/9/23 meeting be approved. Floyd Collins seconded and the motion was approved.

NEW BUSINESS

Review and Discussion of job descriptions:

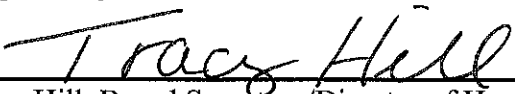
Andre Bittas presented a job description and pay grade for a Lead Well Operator. After review, Jim Collins made a motion to approve and Floyd Collins seconded the motion. The motion was approved.

Andre Bittas then presented a job description and pay grade for the position of Field Manager. The Board recommended that we review the FLSA status of this position in one year to determine if the position should remain non-exempt or changed to exempt. With that caveat, Floyd Collins made a motion that the job description and pay grade be approved. Jim Collins seconded the motion and it was approved.

ADJOURNMENT

With no additional business to come before the Board, the meeting was adjourned at 6:08 p.m.

Respectfully submitted,



Tracy Hill, Board Secretary/Director of Human Resources