

MINNESOTA FOREST RESOURCES COUNCIL

Personnel and Finance Committee

3:00 – 5:00 pm, Wednesday, August 11, 2021

Join Zoom Meeting

<https://umn.zoom.us/j/99829856069>

Meeting ID: 998 2985 6069

Present: Pete Aube, Kim Berns-Melhus, Mike Kilgore, Forrest Boe, Mike Birkeland, Rick Horton

Absent: Jim Manolis

Staff present: Eric Schenck, Sadie Mathison

Introductory Remarks and Roll Call—Pete Aube, Chair

Pete recognized that this is a full agenda with items that reflect back to the strategic plan and he hopes it will result in some recommendations for the full council.

FY22/FY23 Budget Status—Eric Schenck

Eric mentioned the new base budget amount from MFRC and that it is an increase in funding over last year. His recommendation is to increase funding for Landscape committees. He reported that the LAC, which met today, felt strongly that the Landscape Program Manager position is at least a full-time position and should not be combined with the Policy Analyst position.

Forrest clarified that budget increase is a reflection of the salary supplement the DNR received this year in the budget. This is meant to keep increasing wages and benefits from cutting into operation budgets.

Based on conversations with Forestry Accounting (Ed Potter) and Forrest, Eric believes we can realistically only expect to fill 2 positions this fiscal year.

Status of FY22 P&F Approved Contracts and Agreements—Eric Schenck

IIC Grant Agreement Carbon Outreach & Scoping (\$75K) — Fully Executed

FY22 Joint Powers Agreement Office — Fully Executed

FY22 Joint Powers Amendment (\$75K) — Fully Executed

Eric informed the committee that both Hannah and Clare, whose positions are funded with the above contract, will be moving on to positions with other organizations. Eric will be meeting with Matt Russell from UMN to strategize how they will staff these vacancies.

Review of Interagency Information Cooperative (IIC) History and Structure

Eric's PowerPoint presentation available upon request.

Eric asked if there is anything limiting the IIC from engaging in a broader array of information gathering and what MFRC's role is with the IIC.

After discussion, the committee requested that staff create a one-page proposal to identify what the project areas needs are or how the workflow might be accomplished, with an eye towards the statute.

[Return to MFRC Office--Telecommuting and COVID Policy](#)

Staff is still telecommuting, will follow state guidance, and Eric will work with each staff member to create individual telecommuting plans.

[Personnel/Training Status—Eric Schenck](#)

Updated Policy Analyst Position Description — Attached for Approval & Posting

The Policy Analyst PD has been updated with minor edits and is ready for review and approval for moving forward. The committee determined that this position is the lowest priority of the three.

Landscape Coordinator Position Description — Attached for Discussion

The Landscape Advisory Committee is very engaged with revising this PD and work is moving forward. Some members of the Policy and Finance committee place this position as the highest priority for hiring.

Director of Applied Research Position Description — Attached for Discussion

There are very large items of discussion needed to move forward with this position.

Information Specialist Position Description — Attached for Discussion

This needs updating for the conclusion of this position's performance review period.

The group requested that the PDs be revised to give the positions more team focus and less "siloed" in their responsibilities.