

ADMINISTRATIVE CABINET
Minnesota Conference Room – 8:30 AM
March 17, 2008
Meeting Minutes

Present: Charles Casey, Thomas Baldwin, Peter Phaiah, Eric Johnston-Ortiz, Krista Lemos and Les Johnson.

I. Minutes from the March 10th meeting were reviewed. Motion to accept minutes passed.

II. Old Business.

- Discussion continued regarding the food vendor RFP continued. Eric had 3 preferred vendor representatives visiting for two days. One visited the group to explain that they were looking for more information to consider a revised proposal.
- Emergency procedures were discussed. Eric and Peter will have a presentation ready for next week explaining in-service and training proposals for the people identified as key players in the emergency preparedness planning.
- A brief discussion occurred on fees and the deadline for submission. Eric was to check on this.

III. New Business

- Diversity Position – Peter and Les have been working on revising the position description and job title to be more reflective of our need. They hope to have it done and prepared to share next week. The position will be listed as a 10 month position with a possible augmented early start date this summer.
- Planning has begun for UMC's 2008 retreat. Dr. Casey has asked for agenda items and help in setting priorities for the retreat. More discussion will continue at the next meeting. This will be a topic at the executive meeting Thursday. We would like to identify the top three issues for the retreat.
- Information was distributed on the compensation plan for 2008. Discussion was held on holding .25 of the budgeted funds in a central pool that could be used for adjustments. This would be accessible by all P&A supervisors to address inequities or special merit. A central review committee would be formed to consider requests from supervisors. Les moved that we approve the concept of a .25% set aside for special compensation on market, gender and exceptional merit. Krista seconded the motion. Passed.
- A brief discussion was held on the value of grants and the possibility of finding a part time grant writer.
- Francine Morgan joined the group around 10:00 to talk about the afternoon in-service for department administrators and the Tuesday morning program for directors.

IV. Meeting adjourned