



Whidbey Island Conservation District

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Executive Session Minutes Whidbey Island Conservation District Board of Supervisors December 19, 2018

1 Executive Session

An Executive Session of the Board of Supervisors of the Whidbey Island Conservation District was held at the Whidbey Island Conservation District office, 1 NE 4th Street, Coupeville, WA.

2 Attendance and Quorum

The following Supervisors, being a quorum of the Board, were present:

Ed Adams – Chair	Sarah Richards – Vice-Chair	Anza Muenchow – Auditor
Tim Keohane – Regular Member	Tom Fournier – Regular Member	

Also in attendance:

Karen Bishop – District Manager

3 Call to Order

Ed Adams, Board Chair, called the session to order at 9:43 a.m.

4 Staffing Discussion

Board discussed the recruitment process for hiring a new District Manager and the establishment of a Hiring Committee. A timeline was developed for drafting a job description, advertisement, application review, and interviewing.

Board discussed potential staff positions to recruit.

Board discussed existing staff reviews and possible salary adjustments.

5 Executive Session Closed

Ed Adams, Board Chair, closed the session to at 10:50 a.m.

District Manager Karen Bishop recorded notes during the session. Subsequently, WICD Office Administrator Sandy Welch transcribed the notes into draft minutes.