

**MEMORANDUM**  
**Comfort Lake-Forest Lake Watershed District**

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**To:** Board of Managers

**Date:** May 2, 2019

**From:** Mike Kinney

**Subject:** Employee Manual Review

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**Background/Discussion**

Due to both the changing makeup of staff at the District, and the increasingly tight employment market, it has become even more apparent that some further guidance is needed in terms of the staff benefit policy addendum to the Employee Manual. In particular, there is a need for more discussion as it relates to the health insurance coverage provided to spouses and dependents. Presently, the District does not offer any health insurance benefits beyond the employee themselves.

I have obtained some baseline insurance information from other metro WDs and will put this into a separate document along with some related cost information. It is my intention to distribute this and additional information on this topic before the board meeting.

I have also invited our HR consultant, Ellen Hinrichs, to be available to provide input and answer questions related to benefits and any other related HR topic. If you are in need of a copy of the Employee Manual, please let me know. I will also plan to provide the Board with an update regarding recent and anticipated changes in District staff.

**Recommended Action**

Proposed Motion: Manager \_\_\_\_\_ moves to authorize the administrator to coordinate with HR Consultant, Ellen Hinrichs of Career Enhancement Options, to prepare updates to reflect Board approved changes to the Employee Manual with a final review to be conducted by counsel. Seconded by Manager \_\_\_\_\_.