

Blue Mountain Translator District
Board of Directors Special Meeting
October 31, 2020

Regular Meeting: 12:00PM
Conference Number: 253-215-8782
Meeting ID: 89595602927

Agenda

1. Call to Order and Roll Call Vote
2. Declaration of Conflict of Interest
3. Personnel
4. Adjournment

3. Personnel

Staff Summary

Due to health issues experienced by the Executive Director, it is recommended that the District hire an office assistant for the next two pay periods. Mr. Curtis Carson was employed as the District's office assistant earlier this year and is familiar with office procedures. It is recommended that he be hired to work 20 hours per week at \$13.00 per hour. The position will focus on office management and contact with the public. The Executive Director will handle management duties with an emphasis on following up on public contact. Example:

- The office assistant will answer phone calls regarding property tax appeals and will be given a series of questions for property owners to answer. The Executive Director will review answers to questions asked by the office assistant and make a recommendation to the Board about refunds based on existing policies.

The Executive Director may leave the area to receive advanced medical attention. At present, it is expected that certain current responsibilities can be performed remotely, though hours will be reduced depending on workload and physical ability. Currently that is projected at up to 20 hours per week through the next two pay periods, depending on the advice of physicians and the potential need to travel outside the region for medical care.

Suggested Motion: *I move to hire Curtis Carson as office assistant for the next two pay periods.*