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### **Board of Directors**

Position 1 – Joe Spendolini  
Position 2 – Kevin Harter  
Position 3 – Mike Koger

### **District Secretary**

Brett Blofsky

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## **SPECIAL BOARD MEETING MINUTES December 27, 2022 @ 4:30 PM**

**Call to Order and Roll Call of Directors** – Chairman Harter called the special meeting to order at 4:30pm. Chairman Harter, Director Spendolini, and Director Koger were all present. Also present were District employees Brett Blofsky, Cindy Oden, and Kate Hadley.

**Public Input** – No one was present from the public. Therefore, no public comment.

### **Items before the Board of Directors – New Business**

Director of Administrative Services – Job description discussion – The Board did not enter Executive Session. The Board discussed the current job description and felt we needed to update/revise the requirements, responsibilities, and pay scale for the position before posting the job opening due to Cindy's retirement on January 3, 2023. After some discussion, the Director's agreed to send each of their comments/suggestions to Brett by Thursday, December 29<sup>th</sup>. After receiving them, Brett will make the appropriate changes and then proceed with getting the opening posted.

**Other** – No other business

**Adjourn** – Chairman Harter adjourned the meeting at 5:24pm. The next meeting is scheduled for January 17, 2023 at 4:00pm

### **ATTEST:**

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Brett Blofsky, Board Secretary

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Kevin Harter, Board Chairman

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Date