

**TRINDEL INSURANCE FUND
MINUTES
TELEPHONIC SPECIAL BOARD OF DIRECTORS MEETING
Monday, June 15, 2009, 10:00am
Teleconference Number: 1-888-222-0475
Attendee Code: 7578804**

Monday, June 15, 2009, 10:07am

1. Roll Call
Members & Alternates Present:
Peggy Scroggins – Colusa
Sherri Adams – Del Norte
Karen Fouch – Lassen
Mark Charlton – Modoc
Rita Sherman – Mono (Secretary)
Richard Inman – San Benito

Members Absent:
Alpine
Sierra
Trinity

Others Present:
Don Hemphill – Staff

2. Discussion/Direction/Action on Executive Director Job Description, Form of Application and Resume, Job Announcement Flyer, setting of salary range, time lines for the replacement process, develop questions for interviews, who and how background and credit checks will be done, who will negotiate agreement. The Board may determine that an alternative procedure may be used to fill the position of Executive Director and may take action on that procedure.

The Executive Director Job Description, Form of Application and Resume and Job Announcement Flyer were discussed with the inclusion of changes from the 6-3-09 working group plus a few minor changes suggested at this meeting in the Job Description and Job Announcement Flyer. The Job Description Salary range was also discussed. **Motion by San Benito, second by Colusa** to approve the Job Description, with changes, and the salary range as presented, unanimous vote.

By consensus the following were also set forth:

The background and credit check will be done using the service provider that Lassen uses.

An Alcohol/Drug screen will be done, the Executive Director will arrange for the testing.

Time line is set as follows: Application, Announcement and Job Description sent out on 6-15-09, Application and Resume due 7-1-09 by 5pm, interviews conducted by full Board on August 7, 2009 starting at 9am at the EIA office in Rancho Cordova, preliminary selection made, background/credit/alcohol drug screen done, contract negotiations to be done by Rich and Mark (including start date), TIF Board to review contract and potentially approve same at the November 5/6, 2009 Trindel Board meeting.

Don will come up with a list of 15 interview questions and circulate among the members excluding those that have applied for the position.

3. Public Comment

Matters under the jurisdiction of the Board, whether or not on the posted Final Agenda, may be addressed by the general public at this time. The total amount of time for public comment shall be no more than fifteen minutes. The Chair, with consensus of the Board, may establish reasonable regulations including, but not limited to, limiting the amount of time allocated for a particular issue and for each speaker. No action is to be taken or substantive discussion pursued on matters not on the posted Final Agenda.

There was no public comment.

4. Adjourn. Date: 6-15-09 Time: 10:35am

Approved: 11-5-09 Board meeting

Submitted by ___Donald P. Hemphill