



Personnel Committee Meeting

Erie County Land Bank

Apr 2, 2024 at 12:00 PM EDT to Apr 2, 2024 at 1:00 PM EDT

1230 Townhall Road West, Erie, PA 16509

Meeting Details:

[https://us02web.zoom.us/j/8144401269?pwd=Z3hkdDFQOGFPMkkycDRQOVZ6K1dkdz09&omn=85165882520,+13126266799,,8144401269#,,,,*74204692# US \(Chicago\)](https://us02web.zoom.us/j/8144401269?pwd=Z3hkdDFQOGFPMkkycDRQOVZ6K1dkdz09&omn=85165882520,+13126266799,,8144401269#,,,,*74204692# US (Chicago))

Meeting ID: 814 440 1269

Passcode: ECLB2024

Agenda

I. Call to order & Attendance

Members: Christine Rush, Tim Bogdanets, Sandy Morrow

Additional: Christie Mahany

Absent: Sue Weber

II. Previous Meeting Minutes motion to approve the minutes of 3.12.2024 and 2.28.2024 by T. Bogdanets, and seconded by S. Morrow. C. Rush and T. Bogdanets approved. S. Morrow abstained.

III. Old and New Business

A. Administrative Assistant and Marketing Intern Job Descriptions

Recommendations for the April 10 Governance Committee Meeting: Much discussion was had about the Intern and the Administrative Assistant job description.

S. Morrow moved to accept the Intern job description as written with a pay rate of \$15/hour for 20 hours per week for the summer months. T. Bogdanets seconded the motion and all approved.

C. Rush moved to approve the Administrative Assistant job description as written with a range of \$42,000-45,000 per year salary with benefits. This was seconded by T. Bogdanets and approved by all.

B. Schedule Upcoming Meetings

To be scheduled for one hour between the board meeting and the following Governance Committee Meeting.

April 29 - May 3 to discuss Insurance recommendations for the 5.8.24 Governance Meeting) – MAY 1 at NOON

May 20 - May 31 (Review of current staff and salaries for June Governance meeting) – May 22 at NOON.

C. Preparation for Upcoming Meeting(s)

What information can be provided ahead of time for the upcoming meetings on:
Insurance (Health, vision, dental, life, disability, etc).
Staff reviews

IV. Adjourn

A. Motion to adjourn by S. Morrow with a second by C. Rush.

Next Meeting: May 1 at Noon at Summit Township