

*Approved
7/1/93*

SPECIAL MEETING
MAYER DOMESTIC WATER IMPROVEMENT DISTRICT

June 10, 1993

Meeting called to order by Bert Tesky at 7:07 PM.

Members present were Bert Tesky, Walt Diskin, Gary Sandy, Duane Hines, and Gene Grizzle.

Correspondence-none.
New Business-none.

Bert announced that he would not participate in the interviews of the Office Manager.

Walt made a motion that 2 non-members be allowed to be present during the executive session. Johnnye Hines as recording secretary and Bill Dunham as adviser for the interviews. Gary seconded and it was passed.

Motion by Walt to go into Executive Session as per 38-431.02.
Gene seconded and it was passed.

INTERVIEW OF LINDA GONZALES

The job description was given to her and time to read it. She was also was informed that the use of a Decision Matrix scoring was to be used in the selection.

Linda: What does #5 mean?

Bill: Explained about the EPA regulations for a cross-connect, test, and the need to set up and keep records.

Bill: Tell us about yourself.

A. Been in Ariz. about 40 yrs. 2 yrs in Mayer. Currently working in Prescott. Has been a bookkeeper, office manager and county clerk for 20 yrs. Has worked for contractors, lawyers and manufacturing. Working for Business Resource Firm doing financial statements and payrolls.

Bill: Do you have direct contact with the public?

A: Quite a bit. Also a lot of phone contact.

Bill: You now work in a service type contact, how do you handle negative contact if any?

A: Not a lot of negative at this time. Have handled customer accounts over phone in the past and feels that she did alright.

Bill: Tell us about your computer experience.

A: Can do Lotus, Word Perfect, Tax programs, Word Perfect correspondence. Is also comfortable around DOS.

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Duane: You are a resident of Mayer and do you have your own transportation?

A: Yes.

Bill: Do you have a computer at home?

A: No.

Bill: How would you feel about setting up an office in your home?

A: Wonderful. Has the perfect place for it.

Duane: Do you have any children?

A: No.

Walt: You know this job will tie you down?

A: She feels she is tied down now with the commute to Prescott.

Duane: How do you feel about taking water samples to Phx. for testing?

A; Where does it go? Bill: Right now to South Phx. One lab in Sedona and possible Bradshaw will be able to test our water.

Bill: What experience have you had in office management?

A: Supervised 2 to 6 people at manufacturing co.

Bill: Have you ever supervised men?

A: Yes, one man.

Gene: You understand that this is not a full time job. Possibly just half time?

A: No real comment.

Bill: What are your requirements for salary?

A: \$1000.00 a month.

Bill: What is your current salary?

A; \$1300.00 a month.

Duane: What are your feelings about field work such as reading meters?

A: No problem.

Bill: How do you feel with the cross training with the operator which will require a lot of outdoor physical work?

A: There was no answer to the question.

Bill: There is a family in town who has lost his job. They have a small child. They are behind in their bill. Made promise to pay by the 10th. It is now the 10th and they have already recieved the second notice. The next step is a cut-off notice with 5-7 days to pay. What would do? (This question was asked of all 4 applicants.)
A: Shutthem off if they don't pay on the cut-off date.

Gene: Will you be willing to become certified?

A:What will that require?

Linda: Willing to learn as much about the job as possible. Is interested in the work.

Bill: When can you start:

A: 1 or 2 weeks.

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DECISION MATRIX SCORE

Local Resident	9
Stable in Community	8
Computer Experience	8
Bookkeeping Experience	8
Presence	6
Verbal Communication	6
Written Communication	8
Ability to think ahead	7
Leadership	6
Assertiveness	5
Firmness	5
Overall fit with job	5

INTERVIEW OF LUANNE PASSMORE

The job description was given to her and the time to read it. Bill explained the Decision Matrix scoring that was being used in the selection.

Bill: Tell us a little about yourself.

A: Enjoyed working for APS. Did some Billing. Would like to do computer work while staying home with children.

Bill: Do you have a computer at home at this time?

A: No. Would take 1 to 2 weeks to get one thru husbands work.

Bill: Have you taken any classes in computers?

A: Only thru APS.

Bill: Tell us a little bit about what you did on a computer at APS.

A: It all applied to the job she was doing at APS.

Bill: Do you have any bookkeeping experience?

A: Was in the bookkeeping department at APS when she left.

Bill: Do you know what double entry bookkeeping is?

A: No.

Gene: You realize that this is just part time?

A: Yes.

Bill: What is the job worth to you?

A: Would be satisfied with \$500.00 a month.

Bill asked his question about the family that was overdue.

A: Would work with people for a payment plan to get caught up.

Gary: What about meter reading?

A: Does not mind outdoor work.

Walt: What about being tied down?

A: That will be part of the job.

Duane: You do have little ones at home?

A: Yes. 2 children.

Gene: Are you willing to become certified?

A: Questioned why the need. Yes.

Decision Matriz score

Local resident	9
Stable in Community	9
Comouter experience	4
Bookkeeping experience	4
Presence	5
Verbal Communication	5
Written Communication	5
Ability to think ahead	8
Leadership	8
Assertiveness	8
Firmness	8
Overall fit with job	6

INTERVIEW OF MARY SIBLEY

The job description and time to read it was given to her. She was then informed that the use of a Decision Matrix scoring was to be used in the selection of the office manager.

Bill: Tell us about yourself and why you want the job?

A: Worked for Southern Union Gas for 19 1/2 years. Quit 2 years ago to get remarried. Needs a job.

Bill: Would you be willing to relocate or would you commute?

A: Commute.

Bill explained why the office was in his house.

Duane: This is not a full time job and you would be on call for emergency.

A: No comment.

Gene: There will be some physical work involved such as reading meters and turn-ons and turn-offs. Also some cross-training with the operator.

A: No real answer but seemed to understand and be willing.

Bill asked his question about the family about to be cut-off.

A: Would try to work out some arrangement for payment. If not forthcoming would expect full payment or cut them off.

Gary: What would expect for salary?

A: \$1200.00 a month.

Bill: What kind of computers have you worked on? What programs and have you had any word processing.

A: Hewlett-Packard in the office. Also MacIntosh PC. Did not know programs. Just started do word processing when she quit.

Bill: How about bookkeeping?

A: Years of experience.

Bill: Do you know what double entry is?

A: She knew what it was but probably knew it by another name.

Gene: You did say you would have to commute?

A: Yes. She has a house in Prescott and does not want to change residents.

It was asked if she could start immediately.

A: Yes.

Decision Matrix Score.

Local Resident	0
Stable in Community	0
Computer experience	4
Bookkeeping experience	8
Presence	5
Verbal communication	5
Ability to think ahead	5
Leadership	5
Assertiveness	5
Firmness	5
Overall fit with job	3

The Decision Matrix scores were multiplied, then added to give total score.

Gonzales	454
Littler	539
Passmore	465
Sibley	266

Gene wants to make sure the relationship between the office manager and operator is a good one.

There was a discussion of qualifications.

The subject of Bert and Jan's relationship were brought up. The board did not think that it was a problem although there might be some talk.

Bill stated that he had informed Earline and Fred's services would no longer be needed when the new operator took over. This will save the District a little money.

Gene made a motion to go back into regular session. Walt seconded and it was passed.

Motion to hire Jan Littler was made by Gene and seconded by Gary. 4 voted in favor and 1 abstention.

Motion to go into executive session made by Duane. Seconded by Walt. Carried.

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Duane asked how much would Social Security on \$43,200.00 be. It figured out to be approximately \$3000.00 per year.

Walt made a motion to go back into regular session. Gary seconded and it carried.

Motion was made by Gene for salary to be \$1800.00 a month plus \$200.00 a month to be given for health insurance. A Total of \$24,000.00 a year. Gary seconded and it passed. 4 voted in favor and 1 abstention.

Duane made motion and Gary seconded to adjourn. Carried.