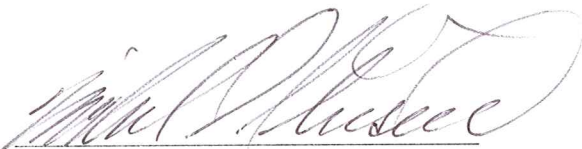


**MINUTES**  
**January 23, 2018**  
**11:30 a.m.**

**Administrative Assistant Committee - Teleconference Board Meeting**  
**Bismarck, ND**

1. Chairman Mike Stensrud called the meeting to order at 11:31 a.m. Board members present: Mike Wetsch and Nancy Miller. Others present: Executive Director John J. Shorey III.
2. The committee discussed the hiring of an administrative assistant with the Board. This included setting the pay range from \$14.50-\$16.50 an hour with no benefits. The hours worked for the position would be 6 hours per day during normal business hours with up to 8 hours based on Board operational needs. The draft summary of position and required qualifications was discussed with John being made responsible for compiling the discussed changes. Nancy requested the job opening be posted to the Board's website in addition to ND Job Service. Chairman Stensrud stated he would coordinate with John on the posting of the position.
3. Chairman Stensrud adjourned the meeting at 11:50 a.m.

  
Chairman

2/20/2018  
Date

  
NDPISB Executive Director

2/20/2018  
Date