



**MINUTES**  
**March 23, 2018**  
**11:00 a.m.**  
**Administrative Assistant Committee Meeting**  
**ND PISB Office, Bismarck, ND**

1. Committee members present: Mike Wetsch and Nancy Miller (via telephone). Committee members absent: Mike Stensrud. Others present: Executive Director John J. Shorey III.
2. John Shorey advised that applicant Robin Carlson was offered the position and turned the position down. John advised two applicants were chosen to be interviewed today.
3. The committee interviewed two applicants. The committee agreed to offer the position to applicant Mary Swanson at \$14.50 per hour with 6 hours worked per day, with additional hours possible depending on Board operational needs to be determined by the Executive Director, with no benefits offered. The committee agreed with a start date of April 2, 2018. The committee agreed the position was conditional pending the successful completion of a background/criminal history check.
4. Meeting was adjourned at 11:49 a.m.

  
Chairman

5/15/18  
Date

  
NDRISB Executive Director

5/15/18  
Date