

**AGENDA**

**NORTH DAKOTA RACING COMMISSION**

**Emergency Live/Telephone Meeting**

**500 North 9<sup>th</sup> Street, Bismarck, ND**

**Tuesday, December 27, 2005**

**10:00 a.m. (central time)**

**1. Staff Positions**

- **Director of Racing**
  - Effective date of employment
  - Salary
  
- **Administrative Officer**
  - Re-classification

**2. Adjournment**

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If you plan to attend the meeting and will need special facilities or assistance relating to a disability, please contact the Racing Commission at 701-328-4633.

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**NORTH DAKOTA RACING COMMISSION**  
**Emergency Live/Telephone Meeting**  
**500 North 9<sup>th</sup> Street, Bismarck, ND**  
**Tuesday, December 27, 2005**  
**10:00 a.m. (central time)**

**PRESENT:**

Chairman Jim Arthaud, Commissioners Jim Clement, Clarence Frederick, DeAnn Pladson, Tom Secret, and Administrative Officer, Helen Tessmann.

**OTHERS PRESENT:**

Randy Blaseg (by phone), Tom Rafferty – Bismarck Tribune, Nick Steffens - KFYP TV, Janell Cole - The Forum, Rob Lynch - ND Horse Park, Mike Cichy - Lien Games, Leon Glasser and Roger Thompson

Chairman Arthaud called the meeting to order and asked the Administrative Officer to call the roll:

Commissioner Clement	-	Here (by phone)
Commissioner Frederick	-	Here (by phone)
Commissioner Pladson	-	Here (by phone)
Commissioner Secret	-	Here
Chairman Arthaud	-	Here

Chairman Arthaud welcomed Tom Secret from Hettinger as the new commissioner to the commission.

**1. Staff Positions**

- **Director of Racing**
  - **Effective date of employment**
  - **Salary**

Chairman Arthaud recommended the director of racing position be a full time position at \$4,000 a month with a six-month probationary period. Discussion was held on whether the position should be a full-time or part-time bases and a suggestion was made to review the status of full-time versus part-time after the probationary period at a later date.

**Commissioner Frederick made the motion to hire Randy Blaseg as the Director of Racing on full-time bases at \$4,000 a month with a six month probationary period with effective date of hiring being January 1, 2006. Commissioner Secret seconded the motion.**

After further discussion, Chairman Arthaud asked the Administrative Officer to take the roll:

Commissioner Frederick-	Yes
Commissioner Secret -	Yes
Commissioner Pladson -	Yes
Commissioner Clement -	Yes
Chairman Arthaud -	Yes

**Motion passed.**

Chairman Arthaud then asked Randy if he was willing to accept the position and Randy answered yes.

- **Administrative Officer Position**
  - **Re-classification**

Chairman Arthaud explained that the Administrative Officer position should be re-classified probably as Administrative Staff Officer and with that comes a salary adjustment. The current salary is \$ 2, 750 and with an adjustment to Administrative Staff Officer the salary would be at about \$3,296. Discussion was

held regarding the new additional duties that have come to this position due to the commission becoming a stand alone state agency. Chairman Arthaud made the recommendation to re-classify the position with a salary adjustment to \$3,300 a month.

**Commissioner Pladson made the motion to re-classify the Administrative Officer position as an Administrative Staff Officer with a salary adjustment to \$3,300 a month with the effective date as January 1, 2006. Commissioner Secret seconded the motion.**

With no further discussion Chairman Arthaud asked the Administrative Officer to take the roll:

Commissioner Pladson	-	Yes
Commissioner Secret	-	Yes
Commissioner Frederick	-	Yes
Commissioner Clement	-	Yes
Chairman Arthaud	-	Yes

**Motion passed.**

#### **Meeting Date**

Chairman Arthaud recommended setting a standard monthly meeting date as the last Thursday of each month as needed with a starting time of 10:00 a.m. central time.

#### **Position Information Questionnaire (PIQ)**

Administrative Officer Tessmann thanked the commission for the advancement in her position and informed the commission that she would complete the re-classification process for the position by completing the state's Position Information Questionnaire (PIQ) and present it as the commission's recommendation to the ND Human Resource Management Services for their review.

## **2. Adjournment**

With no further business, Chairman Arthaud asked for a motion to adjourn. **Commissioner Secret made the motion to adjourn the meeting. Commissioner Frederick seconded the motion.** The Chairman asked for all in favor to say aye. All said aye. **Motion passed.** The meeting adjourned at 10:17 a.m.