

# BOARD MEETING AGENDA

- I. **CALL TO ORDER:** Rebecca Ortwein, Chairman
- II. **INTRODUCTIONS:** Please introduce yourself if you are new!
- III. **MINUTES\*:** October 2019 Minutes to approve – Sent on **Wednesday, October 23<sup>rd</sup>**
  - \* **Karen Hlavacek submitted one edit**
- IV. **TREASURER'S REPORT\*:** Karen Hlavacek
  - \* **August Treasurer's Report**
  - \* **September Treasurer's Report**
  - \* **October Treasurer's Report**
- V. **DISTRICT REPORTS:**
  - a. District of Conservation (DOC) Reports
    - i. 10-Minute Training Overview
    - ii. DOC Reminders
  - b. NRCS Report
  - c. District Staff Reports
- VI. **UNFINISHED BUSINESS:**
  - a. Stream Mitigation – Mark Jacobs
  - b. **Personnel/Job Description\*** – Mark Jacobs
  - c. HR Policy Manual – HR Policy Committee
    - i. **Part Three\***
- VII. **NEW BUSINESS:**
  - a. HR Policy Additions
    - i. **Vehicle Usage\***
    - ii. **Comp Timesheet\***
    - iii. Payroll
      - **Vacation/Sick Hours\***
      - **Period Change\*** – Karen Hlavacek
  - b. NRCS Grant Closeout Update
  - c. **Grant Opportunities\*** – BCCDKY Staff
    - i. Environmental Grant (DOC)
    - ii. Watershed Stewardship Projects (World Resources Institute, WRI)
  - d. **Heavy Material Removal Reimbursement\***
    - i. Jason Lovell – \$827.90
      - Bavarian Dumpster Rental
      - Arts Bobcat Rental
  - e. Field Representative Update – Jim Roe
  - f. **2019-2020 Budget Update\*** – Budget Committee
  - g. Board Member Replacement
  - h. Meeting Dates
    - i. Susan Brown's Evaluation: November 14<sup>th</sup>
    - ii. Budget Meeting: November 18<sup>th</sup>
    - iii. Education Meeting: November 19<sup>th</sup>
    - iv. Megan Clere's Evaluation:
    - v. Land Use Meeting:
  - i. **Susan Brown Evaluation Review\*** – *Board Supervisors only*

**VIII. MISCELLANEOUS:**

- a. HHW Wrap-Up – Mike Wilson
- b. Anything else?

**DATES TO REMEMBER:**

1. **November 27<sup>th</sup>: Megan's Anniversary**
2. **November 28<sup>th</sup> – 29<sup>th</sup>: Thanksgiving & Black Friday**
3. **December 14<sup>th</sup>: Animals in Winter**
4. **December 17<sup>th</sup>: Board Meeting**
5. **December 24<sup>th</sup> – 25<sup>th</sup>: Christmas Eve & Christmas**

**REMINDERS:**

- Waiting on 3 Heavy Material Removal budget requests