

BOARD MEETING MINUTES

Present: Rebecca Ortwein, Chairman
Debra Waller, Vice Chairman
Karen Hlavacek, Secretary/Treasurer
Kristin Scott
~~Mike Wilson~~
Jason Roberts
Victor Vanover

Staff: Mark Jacobs
Susan Brown
~~Megan Clere~~

Field Rep: ~~Jim Roe~~
NRCS: ~~Ian Young~~
~~John Stork~~

Guests: None at this time.

- I. **CALL TO ORDER:** The meeting was called to order at 6:05pm by Chairman Rebecca Ortwein.
- II. **INTRODUCTIONS:** None at this time.
- III. **MINUTES:** Debra Waller motioned for the approval of the August 2019 Minutes. Karen Hlavacek seconded. Kristin Scott abstained, as she was not present at the August Board Meeting. All in favor.
- IV. **TREASURER'S REPORT:** The August and September 2019 Treasurer's Report were presented. Karen Hlavacek stated that she had not had enough time to review both Treasurer's Reports, and therefore could not comment on it. The Budget Committee will schedule a meeting soon and will work with Megan Clere to prepare a quarterly report for the DOC and a quarterly report on the Earl Jones fund. The Board will review and approve the August, September, and October 2019 Treasurer's Report at the November Board Meeting.
- V. **DISTRICT REPORTS:**
 - a. District of Conservation (DOC) Report
 - i. 10-Minute Training: Rebecca Ortwein reviewed the 10-Minute Training.
 - ii. DOC Reminders: Rebecca Ortwein reviewed the DOC Reminders.
 - b. Ian Young, NRCS: Susan Brown reviewed a report from John Stork with updates on forestland and agricultural practices in Gunpowder Creek Watershed.
 - c. District Staff Reports: Susan Brown and Mark Jacobs updated the Board on current staff projects at this time.
- VI. **UNFINISHED BUSINESS:**
 - a. Stream Mitigation – Mark Jacobs: Mark Jacobs updated the Board on the status of potential mitigation sites that are still being reviewed by KDFWR, including Middle Creek, Potter's Ranch, Anderson Property, and the LIM Property. The Anderson Property has recently been appraised and the IRT will tomorrow, October 16th, for inspection. Mark Jacobs will continue to work with Tom Van Arsdall from KDFWR.
 - b. Personnel/Job Description: Mark Jacobs presented the Director of Conservation Programs job description again. The Board asked for a written description of his current job duties, which he will provide before the November Board Meeting. Kristin Scott asked that Megan Clere investigate how to move hourly employees to salaried employees, as well as how our sick and vacation time is currently documented.
 - c. HR Policy Manual – HR Policy Committee
 - i. Part Two: Karen Hlavacek presented the HR Policy – Part Two. The Board reviewed the document and after discussion, suggested two edits: (1) Accrued vacation hours may not be carried over at the end of the year, however exceptions may be granted with approval of the Board, and (2) Staff

must request the use of vacation leave at least 24 hours in advance and have approval from an Executive Board Member. Kristin Scott motioned to approve the HR Policy – Part Two with pending edits. Debra Waller seconded. All in favor.

- ii. Part Three: **Please review before the next Board Meeting and have all edits turned in by November 15th to Karen Hlavacek.**

VII. NEW BUSINESS:

- a. Big Bone Salt Festival Sign Up: Susan Brown requested volunteers for the Salt Festival on October 19th and 20th. Debra, Kristin, and Rebecca volunteered.
- b. Education Events: Susan Brown gave updates on the following upcoming programs:
 - i. Fall Color Hike is on October 26th
 - ii. **Hazardous Household Waste Collection Event is on November 2nd and volunteers are needed. Please contact Mike Wilson to volunteer.**
 - iii. Trees in Our Community Forum is on November 7th
 - iv. Secrets in Our Soil is on November 16th
 - v. The Boone Conservancy is hosting their 20th Anniversary Benefit on November 16th
- c. NKU & Cooper HS Internship: Susan Brown updated the Board on two new BCCDKY internships. Both internships are for school credit and are unpaid.
 - i. Alyssa Harney, Cooper High School, will work approximately 8-10 hours per week until the end of the 2019-2020 school year. She will assist with administrative work, educational programs, and technical assistance under BCCDKY supervision. She will also be completing an independent study.
 - ii. Julie Arlinghaus, NKU, will work approximately 21 hours per week through the end of November. Her work will focus on educational programs but will also assist with other administrative and technical work under BCCDKY supervision.
- d. Evaluation Meeting Date for Susan Brown: **The Board will contact Susan Brown with a date for her annual evaluation.**
- e. Announcement for the Board: Victor Vanover announced his resignation from the Board effective immediately. He will be moving to North Carolina for a new job next week. He will submit an official letter of resignation to Megan Clere as soon as possible. At this point, Victor Vanover left the meeting.

VIII. MISCELLANEOUS:

- a. Debra Waller asked if BCCDKY paid Eagle RC&D their membership fee. The Treasurer's Report reflects that we have.
- b. Mark Jacobs informed the Board that we had received the Direct Aid payment from DOC in the amount of \$2,737.50. He reported that according to a conversation with Johnna McHugh from DOC, we only received 75% of the available amount because our bonding was not sufficiently increased with Roeding Insurance.

With no further business, Kristin Scott motioned to adjourn. Jason Roberts seconded. All in favor. The Board Meeting adjourned at 8:04pm.