



**BCCDKY**

Boone County Conservation  
District, Kentucky

## Board Meeting Minutes

**August 18, 2020**

**6:00 p.m.**

**Meeting ID: 932 8361 7305**

**Passcode: 595461**

**Present via Zoom Video Conferencing :** Board Supervisors Rebecca Ortwein, Matt Wooten, Mike Wilson, Debra Waller, Jason Roberts. Staff members Susan Brown, Pavla Link and Mark Jacobs. Field Representative Kim Barton.

**I. CALL TO ORDER:** Rebecca Ortwein asked Matt Wooten to lead the meeting due to technical difficulties. Matt Wooten called the meeting to order at 6:02pm.

**II. MINUTES:**

**a.** Jason Roberts made motion to approve July 21, 2020 Board Meeting Minutes, Debra Waller seconded the motion. All were in favor, motion passed.

**III. TREASURER'S REPORT**

**a.** Mike Wilson presented Treasurer's Report – Debra Waller moved to accept the report, Matt Wooten seconded the motion. All were in favor, motion passed.

**b.** Per Diem – Mike Wilson presented Per Diem summary. Board discussed policy and approval process for qualified events. Jason Roberts made motion to approve August Per Diem as is. Debra Waller seconded the motion. All were in favor, motion passed.

**c.** Mileage to approve – Matt Wooten made a motion to approve the payment of mileage for intern Joe Pedro (61.5 July, 16.8 August). Mike Wilson seconded the motion. All were in favor, motion passed.

**d.** Annual Financial Report (AFR) – Mike Wilson presented AFR – no questions. Report will be submitted to DOC as is.

**IV. DISTRICT REPORTS:**

**a.** Division of Conservation (DOC) Reports – presented by Kim Barton.

**i.** 10-minute Training Overview – No questions.

**ii.** DOC Reminders –No questions.

**b.** NRCS Report – presented by Pavla Link. No questions.

**c.** District Staff Report Questions – Debra Waller and Mike Wilson pointed out the successful Stream Clean Up at Oakbrook Park.

*Prepared 08/20/2020 pl*

*1*

**V. UNFINISHED BUSINESS:**

- a.** Staff evaluations / payroll updates – Executive Committee – Rebecca Ortwein requested this to be discussed at the end of the meeting with Board members only. Following the Board Meeting the Executive Committee along with Mark Jacobs discussed Pavla Link’s 6 months evaluation performed 8/6/2020 including future goals. The executive Committee agreed to offer Ms. Link a 3% pay increase (Mike Wilson made motion to approve, Rebecca Ortwein seconded the motion. All were in favor, motion passed), bringing her hourly rate to \$17. This increase is to be effective 8/6/2020, 6 months from her date of hire (2/6/2020). The Executive Committee also discussed future staff performance evaluation process as well as budget adjustments and planning to account for possible pay increase and other benefit adjustments. Proposal is to move all staff evaluations to January for easier budgeting for upcoming Fiscal Year.
- b.** HR Policy Update – Rebecca Ortwein spoke with Scott regarding a meeting. Meeting is scheduled for Friday, August 21, 2020 at 12 (noon).
- c.** Ohio River Recreational Trail (ORRT) Update – Susan Brown gave update regarding partnership and future opportunities and collaboration through the ORRT.

**VI. NEW BUSINESS:**

- a.** Annual Report Draft – Board was presented with the draft and asked to submit any comments or revisions by August 25, 2020.
- b.** Fall volunteer internship opportunity – Kelly Reedy application – Susan Brown presented applicant Kelly Reedy. Matt Wooten made motion to accept Kelly’s application and extend an offer for fall volunteer internship. Debra Waller seconded the motion. All were in favor, motion passed.
- c.** Dead Farm Animal Removal Applications – Pavla Link presented applications from Ms. Judy Robin (\$150) and from Ms. Joyce Johnson (\$225). Debra Waller moved to approve the applications and reimbursement amounts listed above. Rebeca Ortwein seconded the motion. All were in favor, motion passed.

**VII. ADJOURN.** Matt Wooten asked for motion to move into an Executive Committee Meeting to discuss staff evaluations and pay adjustments with an invitation for Mark Jacobs to join. Mike Wilson made the motion, Rebecca Ortwein seconded. All were in favor. Board meeting adjourned and moved into an Executive Committee session only. Debra Waller moved to Adjourn. Jason Roberts seconded the motion. Meeting Adjourned at 7:35pm.