



**BCCDKY**

Boone County Conservation  
District, Kentucky

## Board Meeting Minutes

**November 23, 2020**

**6:00 p.m.**

**Meeting ID: 972 3768 1849      Passcode: 494014**

**Present via Zoom Video Conferencing :** Board Supervisors Rebecca Ortwein, Matt Wooten, Mike Wilson, Debra Waller, Jason Roberts (joined at 6:29pm), Shannon Galbraith-Kent, Ph.D.. Staff members Susan Brown, Pavla Link and Mark Jacobs, Field Representative Kimberly Barton. Guest Jeff Thomas.

- I. CALL TO ORDER:** Rebecca Ortwein asked Matt Wooten to lead the meeting. Matt Wooten called meeting to order at 6:06pm.
- II. VISITOR INTRODUCTION:** Jeff Thomas introduced himself. Jeff is a newly elected Board Member. His term will start on January 1, 2021.
- III. MINUTES:**
  - a.** Debra Waller made motion to approve October 20, 2020 Board Meeting Minutes, Mike Wilson seconded the motion. All were in favor, motion passed.
- IV. TREASURER'S REPORT**
  - a.** Mike Wilson presented October 2020 Treasurer's Report – Shannon Galbraith-Kent, Ph.D. moved to accept the report, Rebecca Ortwein. seconded the motion. All were in favor, motion passed.
  - b.** Per Diem – Mike Wilson presented Per Diem summary. Debra Waller made motion to approve November Per Diem as is. Shannon Galbraith-Kent, Ph.D. seconded the motion. All were in favor, motion passed.
- V. DISTRICT REPORTS:**
  - a.** Division of Conservation (DOC) Reports Presented by Kim Barton. Susan Brown asked about deadline for Grant submission. Kim Barton will review BCCDKY Grant application prior to final submission.
    - i.** 10-minute Training Overview – No questions.
    - ii.** DOC Reminders –No questions.
  - b.** NRCS Report – presented by Matt Wooten. No questions.
  - c.** District Staff Report Questions – Mike Wilson asked Mark Jacobs about updates on LIM property. Mark reported that per KYDFWR closing could be scheduled in

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the next couple of weeks. Matt Wooten reminded Board and Staff to keep thinking about and work on a list of projects and expenses for LIM property. Rebecca Ortwein suggested looking into financial advisor for future investment advice for Earl Jones funds. Per Mark Jacobs deed transfer decision is yet to be finalized by KYDFWR. Mark Jacobs will give another update during December 15, 2020 Board Meeting. Mark Jacobs updated the Board on his conversation with Commissioner Cathy Flaig.

## **VI. UNFINISHED BUSINESS:**

- a.** 2020 Election Update – Pavla Link updated Board on unofficial election results. Newly elected Board Member are Jeff Thomas and Kathleen King. Re-elected Board members are Debra Waller and Shannon Galbraith-Kent, Ph.D.. New term starts January 1, 2021.
- b.** HR Policy Update – Rebecca Ortwein updated the Board on the progress of new HR policy. Rebecca stated that the HR Committee is 99% finished with the revision and will present a draft to the Board soon.
- c.** FY 2018-2019 Audit Response – Mike Wilson presented Audit response. Rebecca Ortwein made motion to approve letter for submission to Auditor and DOC as is. Debra Waller seconded the motion. All were in favor, motion passed.
- d.** NRCS/KACDE 75/25 Technical Assistance Position – Mark Jacobs presented letter to Commissioners in regards to additional budget request from Fiscal Court as discussed during previous budget meeting with Fiscal Court. Mike Wilson moved to send letter as is. Rebecca Ortwein seconded the motion. All were in favor, motion passed. Mark Jacobs is to send this letter to Boone County Commissioners with a copy to Jeff Earlywine. Mark Jacobs is authorized by the Board of Supervisors to continue communication with Fiscal Court regarding this and other potential positions and funding increase.  
Board of Supervisors also agreed that any BCCDKY related communication with Fiscal Court or other agencies directly related to BCCDKY business by Board members has to be directly authorized by the Board. Board will assign specific Board Members to address any requests, issues or concerns with Fiscal Court and Board representatives will attend meetings in pairs. Authorized Board members will then communicate results of any discussions with Fiscal Court or other agencies to the rest of the Board and BCCDKY staff.  
Per Kim Barton, the above mentioned meeting/communication between Mark Jacobs and Fiscal Court as well as future meetings approved by the Board count for BCCDKY DIGS report as attending Fiscal Court Meeting.

## **VII. NEW BUSINESS:**

- a.** Dead Farm Animal Removal Applications – Pavla Link presented 3 applications. Shannon Galbraith-Kent, Ph.D. made motion to approve the following applications: Jennifer Lantz (\$123.00), Forrest Utley (\$150.00) and Susan Jones (\$150.00). Debra Waller seconded the motion. All were in favor, motion passed.
- b.** Susan Brown Yearly Evaluation – Executive Committee held evaluation meeting with Susan Brown and Mark Jacobs. Board of Supervisors separated from main meeting at 7:06 pm to discuss. Upon return, Matt Wooten gave quick overview of

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Susan Brown's evaluation to staff and guests. Board of Supervisors recommended 3% pay increase retroactive to Susan's date of hire anniversary (November 7). Matt Wooten made motion to approve pay increase as recommended, Jason Roberts seconded the motion. All were in favor, motion passed. Pavla Link will inform accountant and payroll.

- c. Environmental Grant Submission Proposal – Susan Brown updated Board on Grant submission status. Draft is to be submitted to Kim Barton for consultation mid December.

**VIII. ADDITIONAL ITEMS:**

- a. Mike Wilson asked Kim Barton about future Board Meeting requirements – once meetings return to “in person”. “Can a Board member who is unable to attend the meeting in person video call in?” Per Kim Barton, yes. Board members can video call in as long as it is in compliance with public meeting rules. All Board members must be clearly visible and heard to be able to vote.
- b. Susan Brown requested December Board Meeting to begin 30 minutes early to accommodate presentation given by BCCDKY intern, Joe Pedro. BCCDKY will invite other stakeholders to view this presentation as well.

- IX. ADJOURN.** Shannon Galbraith-Kent, Ph.D. made motion to adjourn, Debra Waller seconded the motion. All were in favor, motion passed. Meeting Adjourned at 7:22pm.