



BCCDKY

Boone County Conservation
District, Kentucky

Board Meeting Minutes

January 19, 2021

6:00 p.m.

Meeting ID: 958 8251 2998 Passcode: 007140

Present via Zoom Video Conferencing : Board Supervisors Rebecca Ortwein, Matt Wooten, Mike Wilson, Debra Waller, Shannon Galbraith-Kent, Ph.D., Jeff Thomas, Kathleen King. Staff members Susan Brown, Pavla Link and Mark Jacobs. Guests: Boone County Judge Executive Honorable Gary Moore, Josh Lillard (KYDFWR 5th District Commissioner), Kim Barton

I. CALL TO ORDER: Matt Wooten called meeting to order at 6:05. Rebecca Ortwein was unable to use video due to technical difficulties and asked Matt Wooten to lead the meeting. Short introduction of guests.

II. OATH OF OFFICE ADMINISTRATION: Boone County Judge Executive, Honorable Gary Moore, administered the full Oath to newly elected Board Members Debra Waller, Shannon Galbraith-Kent, Ph.D., Jeff Thomas, Kathleen King. Pavla Link confirmed the receipt of all 4 Oath of Office signature cards, completed and signed. Judge Moore also mentioned the great relationship BCCDKY has with Boone County Fiscal Court. He is looking forward to upcoming budget discussions and future planning and collaboration on Boone County conservation projects.

III. MINUTES:

a. Debra Waller made motion to approve December 15, 2020 Board Meeting Minutes, Mike Wilson seconded the motion. All were in favor, motion passed.

IV. TREASURER'S REPORT

a. Mike Wilson presented December 2020 Treasurer's Report –Debra Waller moved to accept the report, Shannon Galbraith-Kent, Ph.D. seconded the motion. All were in favor, motion passed.

b. Per Diem – Mike Wilson presented Per Diem summary. Kathleen King made motion to approve January Per Diem. Jeff Thomas seconded the motion. All were in favor, motion passed. Per Diem policy and rates were explained to new Board Members.

V. DISTRICT REPORTS:

a. Division of Conservation (DOC) Reports Presented by Kim Barton.

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- i. 10-minute Training Overview – Brief discussion was had regarding Elevator Pitches – Mike Wilson shared a story.
 - ii. DOC Reminders –No questions.
- b. NRCS Report – presented by Matt Wooten. No questions.
- c. District Staff Report Questions – Susan Brown gave update regarding programming and educational events – virtual vs. in person. Pavla Link reminded Board Members about upcoming NACD Annual Meeting and registration requirements. All staff (Pavla, Susan and Mark) in addition to Rebecca Ortwein, Shannon Galbraith-Kent, Ph.D., Debra Waller, Kathleen King and Mike Wilson will attend. BCCDKY will pay for registration fees as approved during December 15, 2020 Board Meeting. Mark Jacobs gave updates on LIM property and explained Earl Jones restricted funds to new Board Members.

VI. UNFINISHED BUSINESS:

- a. HR Policy Update – Remaining Items Approval – Susan Brown gave update
 - Chapter 11, Section 3 (l)
 - Chapter 4, Section 9 (d)
 - Chapter 4, Section 8 (c)
 - Chapter 4, Section 8 (e)
 Kathleen King made motion to accept items as presented, Debra Waller seconded the motion. All were if favor, motion passed.
- b. ORRT – Letter of Support - Mark Jacobs presented draft of letter. Shannon Galbraith-Kent, Ph.D. moved to accept the letter as is, Debra Waller seconded the motion. All were in favor, motion passed.

VII. NEW BUSINESS:

- a. Board Officer Nominations and Election - Chair, Vice Chair, Treasurer. Nominations were made as follows: Chair – Matt Wooten, Vice Chair – Rebecca Ortwein, Treasurer – Mike Wilson. Kathleen King made motion to accept nominations, Debra Waller seconded the motion. All were in favor, motion passed. All nominees accepted the above mentioned positions.
- b. Committee Selection – Land Use Committee, HR Committee, Budget Committee, Education Committee, Executive Committee (Chair, Vice Chair, Treasurer, Director of Conservation Programs) – Board Members selected their Committees as follows:
 - Executive Committee: Chair- Matt Wooten, Vice Chair - Becky Ortwein, Treasurer- Mike Wilson
 - Education Committee: Chair- Shannon Galbraith-Kent Ph.D., Susan Brown, Pavla Link, Debra Waller, Kathleen King, Megan Clere
 - HR Committee: Chair - Matt Wooten, Kathleen King, Susan Brown , Debra Waller
 - Budget Committee: Chair - Mike Wilson, Becky Ortwein, Matt Wooten, Mark Jacobs, Pavla Link
 - Land Use Committee: Chair - Jeff Thomas, Mark Jacobs, Shannon Galbraith-Kent, Becky Ortwein, Pavla Link

- c. 2021 Committee Meeting Dates – Committee Chairs are to set up first meeting.
- d. Staff Evaluation Dates – Mark Jacobs, Pavla Link, Susan Brown – Executive Committee is to set a date for reviews.
- e. Dead Farm Animal Removal Applications – Pavla Link presented 12 new applications. All applications met the program requirements. Mike Wilson made motion to approve all applications, Kathleen King seconded the motion. All were in favor, motion passed.
- f. Credit Card Ending With *2156 Closing - Pavla Link recommended cancellation of credit card not in use. Kathleen King made motion to cancel, Rebecca Ortwein seconded the motion. All were in favor, motion passed. Pavla Link will contact BB&T Bank.

VIII. ADJOURN. Shannon Galbraith-Kent Ph.D. made motion to adjourn, Jeff Thomas seconded the motion. All were in favor, motion passed. Meeting Adjourned at 7:42pm.