

## Board Meeting Minutes

April 20, 2021  
6:00 p.m.

Meeting ID: 944 6340 3456 Passcode: 308079

**Present via Zoom Video Conferencing :** Board Supervisors Matt Wooten, Mike Wilson, Debra Waller, Jeff Thomas, Kathleen King, Rebecca Ortwein (Joined at 6:06pm). Staff members Susan Brown, Pavla Link and Mark Jacobs. Guests Ian Young (NRCS), Kim Barton (EEC), Brian Butler (BB&T).

**I. CALL TO ORDER:** Matt Wooten called meeting to order at 6:03pm.

**II. MINUTES:**

- a. Debra Waller made motion to approve March 16, 2021 Board Meeting Minutes, Kathleen King seconded the motion. All were in favor, motion passed.

**III. TREASURER'S REPORT**

- a. Mike Wilson presented March 2021 Treasurer's Report – Jeff Thomas moved to accept the report, Debra Waller seconded the motion. All were in favor, motion passed.
- b. Per Diem – Mike Wilson presented Per Diem summary. Debra Waller made motion to approve April Per Diem. Jeff Thomas seconded the motion. All were in favor, motion passed.
- c. CD Letter of Maturity / Investment Planning – Follow-Up. Mike Wilson introduced Brian Butler from BB&T now Truitt. Mike presented investment option recommendations following meeting with Brian. Recommendation is to keep \$150,000 in cash funds in the restricted account, Reinvest the remaining matured funds in a Market Linked CD with \$250,000 limit per CD to ensure FDIC insurance. Last CD matures in February 2022 (\$200,000) and will be available for reinvestment or cash options then. Brian Butler answered questions regarding the recommendation and other investment options available. Kathleen King made motion to accept recommendation as outlined above, Debra Waller seconded the motion. All were in favor, motion passed. Mike Wilson is to follow-up with official instructions to BB&T now Truitt.

#### **IV. DISTRICT REPORTS:**

- a.** Division of Conservation (DOC) Reports Presented by Kim Barton
  - i. 10-minute Training Overview
  - ii. DOC Reminders
- b.** NRCS Report – presented by Ian Young.
- c.** District Staff Report Questions – Susan Brown answered questions about F.O.R.E. and WAVE Foundation partnership projects. Mark Jacobs answered questions regarding Middle Creek Watershed restoration plans.

#### **V. UNFINISHED BUSINESS:**

- a.** FY 2021-2022 Proposed Budget update – Matt Wooten – no additional communication with FC. Matt Wooten will send follow up email prior to next FC meeting. Debra Waller made a motion, Mike Wilson seconded the motion. All were in favor, motion passed.
- b.** Focused Conservation Project – Press Release - Mark Jacobs presented draft of press release. Matt Wooten and Kathleen King will send in suggested edits to simplify the verbiage. Kathleen King made motion to publish press release once edited, Jeff Thomas seconded the motion. All were in favor, motion passed.

#### **VI. NEW BUSINESS:**

- a.** Dead Farm Animal Removal Applications – Pavla Link presented new applications. Debra Waller moved to approve. Kathleen King seconded the motion. All were in favor, motion passed.
- b.** BCCDKY / NRCS MOA – Kathleen King made motion to accept and sign as is, Jeff Thomas seconded the motion. All were in favor, motion passed.
- c.** HR Committee Update – Matt Wooten informed Board of a fraudulent unemployment claim filed on behalf of a Board Member. Rebecca Ortwein stated the claim was filed under her name and advised caution to Staff and Board Members. Matt Wooten presented recommendation from the HR Committee to switch the positions of Director of Conservation Programs and Conservation Education Specialist currently held by Mark Jacobs and Susan Brown from hourly to salary effective immediately, with the goal to also switch the position of District Administrative Secretary following Job Description update. Kathleen King made motion to approve the change, Mike Wilson seconded the motion. All were in favor, motion passed. Both Mark Jacobs and Susan Brown agreed to the change. Matt Wooten also proposed all staff evaluations to be completed in January of each year and each approved salary adjustments to be effective July 1 of the following FY. Kathleen King made motion to approve, Debra Waller seconded the motion. All were in favor, motion passed. Executive Committee is to schedule evaluation of Mark Jacobs and Pavla Link next week.

- d. Internship Interviews / Recommendations – Susan Brown presented recommended candidates as Board was previously provided with their resumes. Education Intern choice is Kathleen Reilley, Wildlife Research Intern is Stephanie Spence. Katheen King made motion to approve, Jeff Thomas seconded the motion. All were in favor, motion passed. Susan Brown is to send offer letters this week.
- e. Proposal for Government Affairs Committee – Kathleen King proposed the Board should establish a Government Affairs Committee to better stay informed about and react to policies directly affecting natural resources in the county and state. Board was in favor. Details are to be discussed next Board Meeting.
- f. Email Communication – Susan Brown/ Pavla Link – Susan Brown requested that each Board Member selects one email to be used for all communication avoiding multiple emails being used currently, creating communication gaps. Susan offered Board Members assistance from herself and Pavla Link in setting up and a tutorial on using the BCCDKY email provided to each Board Member. The Board Member selected email will be the official email used on BCCDKY website and County Elected Official contact list.

**VII. ADJOURN.** Jeff Thomas made motion to adjourn, Debra Waller seconded the motion. All were in favor, motion passed. Meeting Adjourned at 7:43pm.