

DIRECTORS:

Adam Wilson, Chairman
Zac Ketron, Vice-Chairman
Gary Breeding, Treasurer
Scott Jessee, VT Coop Extension
Jason Bush, At-Large

ASSOCIATE DIRECTORS:

Mike Altizer
Bill Worrell
Kelly Gilmer



**Clinch Valley Soil and Water
Conservation District**

140 Highland Drive, Suite 4 Lebanon, VA
24266

Phone: (276) 415-3526

www.cvsxcd.org

We work with the people who work the land.

**Clinch Valley Soil and Water Conservation District
Executive Committee Meeting Minutes
April 23th, 2019; USDA Service Center**

COMMITTEE MEMBERS

Adam Wilson, Chair
Zac Ketron, Advisor (not present)
Kelly Gilmer
Mike Altizer
Jason Bush

STAFF

Brandon Blevins, Conservation Specialist
Siobhan Nishida, Education Specialist

AGENCY PERSONNEL PRESENT

None

ATTENDANCE FROM THE PUBLIC

None

CALL MEETING TO ORDER: Adam Wilson called the April 23th, 2019 Clinch Valley Soil and Water Conservation District (SWCD) Executive Committee meeting to order at 9:00 AM.

NEW BUSINESS:

Andrew Gilmer's Resignation Letter

Siobhan read Andrew's resignation letter and informed the committee that Andrew will be requesting to have insurance coverage through the district plan but billed directly until his new job insurance policy starts in approximately 2 months' time. The committee request staff to look into the allowances in District Policy for both resigned workers and early retirees not eligible for Medicare.

District Manager Interim Signatory Duties

Staff requested for the committee to assign the signatory duties of District Manager to one of the remaining staff members. Jason Bush made a motion to allow Siobhan Nishida to sign documents, not including check signing authority, in the District Manager position's absence. Gary Breeding properly seconds and the motion carried.

District Manager Job Description and Pay Range

The District Manager's job description and pay range were discussed. The advertisement for the position was reviewed and it will be advertised in the Lebanon News and on Facebook with a closing date of May

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10, 2019. Jason Bush made the motion to have the hiring pay range to be \$36,290 to 44,950. Adam Wilson properly seconds and the motion carried.

Siobhan's Request for Full Time/ Permanent Status

Siobhan wanted to let the Board know that she was interested in working in the full time permanent status, either at the Q Status 32 hour status or the regular 40 hour as required for the District needs to be met. The board postponed a decision on this until after all job interviews are held.

Appoint New FOIA Officer

Staff requested for the Board to appoint a new FOIA officer for the district. Jason Bush makes a motion to assign the new FOIA Officer to be Siobhan Nishida. Adam Wilson properly seconds and the motion carried.

Appoint New Records Management Officer

Staff requested for the Board to appoint a new Records Management Officer for the district. Jason Bush makes a motion to assign the new Records Management Officer to be Siobhan Nishida. Adam Wilson properly seconds and the motion carried.

Resolve Purchase of New Office Space

Discussion. The Board requested for staff to look into the current lease agreement and tabled the decision on pursuing purchasing a building until staffing decisions have been made.

ESC Letter with OAG Edits

Brandon shared the letter that he had written that summed up the meeting that he and Andrew attended in March 2019 with the Russell County Board of Supervisors concerning ESC. The Office of Attorney General had reviewed this letter with Brandon and after some edits agreed that it would be best for the Board to review and send with their approval. Adam Wilson signed the letter and staff agreed to email it to each County Board Supervisor and send a hard copy to the office.

Desktop Procedure Review

Staff reviews the Desktop Procedure Manual with the Executive Committee.

ADJOURN:

Adam Wilson made a motion to adjourn at 11:00AM and the motion was properly seconded by Mike Altizer and the motion carried.