

DIRECTORS:

ZAC KETRON, CHAIRMAN
KELLY GILMER, VICE-CHAIRMAN
JASON BUSH, TREASURER
SCOTT JESSEE, VT COOP EXTENSION
ANDY SMITH, DIRECTOR

ASSOCIATE DIRECTORS:

MIKE ALTIZER
BILL WORRELL
GARY BREEDING



**CLINCH VALLEY SOIL AND
WATER CONSERVATION
DISTRICT**

140 HIGHLAND DRIVE, SUITE 4
LEBANON, VA 24266

PHONE: (276) 415-3526

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**Clinch Valley Soil and Water Conservation District
Executive Committee Meeting Minutes
May 27th, 2021; VT Coop Extension Office Conference Room, 9:00AM**

BOARD MEMBERS

Zac Ketron, Chair
Gary Breeding, Associate Director
Jason Bush, Director (not present)
Kelly Gilmer, Vice Chair
Andy Smith, Director

STAFF

Brandon Blevins, Conservation Specialist (not present)
Hunter Wyatt, Conservation Specialist
Siobhan Nishida, District Manager

- ✓ **CALL MEETING TO ORDER:** Zac Ketron called the May 27, 2021 Clinch Valley Soil and Water Conservation District (SWCD) Executive Committee (EC) meeting to order at 9:00 am.

- ✓ **ADDITIONS TO THE AGENDA:**

None

- ✓ **NEW BUSINESS:**

2021 Budget Review and Approval

The EC reviewed the FY2021 Approved Clinch Valley SWCD Budget and discussed changes for the coming year. With the hopes of more public events and staff training being held in the coming year, the EC agreed to place budget amounts similar to FY2020 Approved Budget. Additionally, the new Lime program was budgeted to receive \$10,000, the Drill maintenance was increased to \$3,000 and the awards banquet expense was increased to \$2,000. Payroll expenses were increased to accommodate increase in pay steps. The EC agreed to make a recommendation to the BOD to approve the FY2022 Budget as presented.

- ✓ **2021 Personnel Policy Review and Approval**

The EC reviewed the Proposed Clinch Valley SWCD Personnel Policy. Updates included the expanded protected classes for equal employment opportunities including the following: race or traits historically associated with race, gender or gender identity, or veteran status. The Salary Table was updated to reflect the VA General Schedule Pay Scale for 2021 for the southwest region of Virginia. The change in the purchasing policy was purchases between \$500- \$1,000, staff will discuss with the District Manager for approval before purchase and purchases will be reported to the BOD in the next monthly board meeting. Lastly, the salary grade for the Job of Conservation Specialist was changed from Grade 5-7 to now read as Grade5-8. The EC agreed to make a recommendation to the BOD to approve the 2021-2022 Personnel Policy as presented.

- ✓ **2021 Annual Plan of Work Review and Approval**

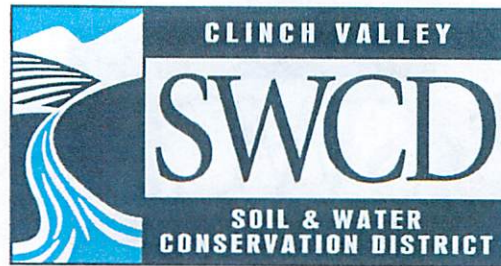
The EC reviewed the Proposed Clinch Valley SWCD Annual Plan of Work for FY22. Edits included the removal of NRCS computer uses and associated tasks and all relevant date changes. The EC agreed to make a recommendation to the BOD to approve the Annual Plan of Work as Presented.

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Employee Review and Performance Bonus

Kelly Gilmer made a motion that EC go into Closed Meeting as provided for in the Code of Virginia Section 2.2-3711.(A) (1) to discuss employee reviews and salary of District Personnel. The motion was seconded by Andy Smith and the motion carried. Hunter Wyatt and Siobhan Nishida were requested to stay alternately to discuss their employee review. It was stated that Brandon Blevins will have his employee review at the beginning of the June BOD meeting. Pursuant to the Code of Virginia Section 2.2-3712.(D) Kelly Gilmer made a motion to certify that to the best of the Executive Committee's knowledge only matters lawfully exempted and as identified in the motion by which the Closed Meeting was convened were heard or discussed by this Executive Committee during the Closed Meeting. The motion was seconded by Andy Smith and the motion carried. The EC agreed to make a recommendation to the Board that effective July 1, 2021 staff will receive salary as follows: Hunter Wyatt Grade 7- Step 2, Brandon Blevins Grade 8- Step 3, and Siobhan Nishida Grade 9- Step 2

ADJOURN:

Kelly Gilmer made a motion to adjourn at 11am and the motion was seconded by Gary Breeding and the motion carried.



Director Signature

Prepared By:
Siobhan Nishida, CVSWCD District Manager