

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

WWW.CVSWCD.ORG

We work with the people who work the land.

**Clinch Valley Soil and Water Conservation District
Executive Committee Meeting Minutes
December 9, 2021; VT Coop Extension Office Conference Room, 12:00 pm**

BOARD MEMBERS

Zac Ketron, Chair
Gary Breeding, Associate Director (absent)
Jason Bush, Director
Kelly Gilmer, Vice Chair
Andy Smith, Director (absent)

STAFF

Brandon Blevins, Conservation Specialist
Hunter Wyatt, Conservation Specialist (absent)
Siobhan Nishida, District Manager

CALL MEETING TO ORDER: Zac Ketron called the December 9, 2021 Clinch Valley Soil and Water Conservation District (SWCD) Executive Committee (EC) meeting to order at 12:00 pm.

ADDITIONS TO THE AGENDA:

None

NEW BUSINESS:

Employee Review and Performance Bonus

Jason Bush 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 performance reviews and performance bonuses of District Personnel. The motion was seconded by Kelly Gilmer and the motion carried. Brandon Blevins and Siobhan Nishida were requested to stay alternately to discuss their 6 month performance review. Zac Ketron stated that he had a phone conversation on 12/8/21 with Hunter Wyatt to complete his employee performance review. Pursuant to the Code of Virginia Section 2.2-3712.(D) Jason Bush 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 Kelly Gilmer. There was a roll call vote Jason Bush-yea, Kelly Gilmer-yea and Zac Ketron-yea and the motion carried. The EC agreed to make a recommendation to the Board all staff will be reviewed again in 6 months and all staff will receive a performance bonus of \$500.00 post tax at the end of December.

Audit Risk of Fraud Questionnaire

Siobhan Nishida shared the Risk of Fraud Questionnaire that was submitted by Roberson, Farmer, and Cox CPA Consultants conducting the audit this year. Zac Ketron and Jason Bush completed the forms.

ADJOURN:

Jason Bush made a motion to adjourn at 12:25PM and the motion was seconded by Kelly Gilmer and the motion carried.

Director Signature

Prepared By:

Siobhan Nishida, CVSWCD District Manager