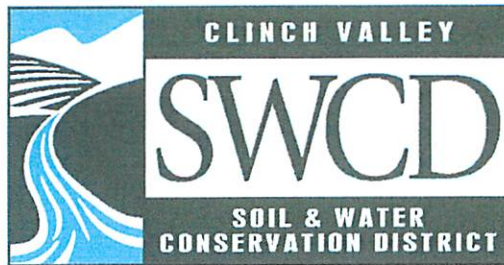


DIRECTORS:

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**

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 LEBANON, VA 2426

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We work with the people who work the land.

**Clinch Valley Soil and Water Conservation District
 Executive Committee Meeting Minutes
 February 24, 2022; VT Coop Extension Office Conference Room, 12:30 pm**

BOARD MEMBERS

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

STAFF

Brandon Blevins, Conservation Specialist
 Hunter Wyatt, Conservation Specialist
 Siobhan Nishida, District Manager

CALL MEETING TO ORDER: Zac Ketron called the February 24, 2022 Clinch Valley Soil and Water Conservation District (SWCD) Executive Committee (EC) meeting to order at 12:30 pm.

ADDITIONS TO THE AGENDA:

None

NEW BUSINESS:**Budget Review**

The EC reviewed the 2023 Budget Planning spreadsheet. Discussions included the funding for the Award Expense to be maintained at the 2022 level of \$1500 total, revisiting the possibility of adding a fourth staff member as an Education Specialist with a salary of \$32,000, and the consideration of office space needs and possibilities. The EC asked Staff to draft a letter for the County Budget Committee to review requesting \$15,000 an increase of \$7,500 in order to support the Full Time Education Specialist Position and to contact Ernie McFadden to find out information about rental space in the Government Center.

Approval of Health Benefits Package

The Board reviewed the Local Choice Health Benefits Program proposed rates for FY 2023, which reflect no change in cost to CVSWCD from FY22. Staff stated they had no complaints about the current health benefits program. Kelly Gilmer made a motion to approve the Local Choice Health Benefits Program as presented for FY2023. Andy Smith seconded the motion and the motion carried. The EC will make a recommendation to the BOD to approve the Health Benefits Package for FY23.

Review of the FLSA Requirements

Siobhan Nishida request the EC to review information presented on how the Staff record their hours and the current salary in order to be more informed on question of if each position should be considered exempt or not. Zac Ketron requested that Siobhan seek the current FLSA checklist and inquire any guidance from other Districts or the VASWCD and bring this topic back for further discussion.

ADJOURN:

Jason Bush made a motion to adjourn at 2:00PM. The motion was seconded by Kelly Gilmer and the motion carried.

A handwritten signature in black ink, appearing to read "Zac Ketron", is written over a horizontal line. Below the line, the text "Director Signature" is printed.

Prepared By:
 Siobhan Nishida, CVSWCD District Manager