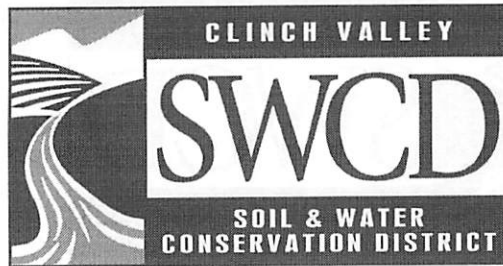


DIRECTORS:

Zac Ketron, Chairman
Kelly Gilmer, Vice-Chairman
Andy Smith, Director
Jason Bush, Treasurer
Scott Jessee, VT Coop Extension

ASSOCIATE DIRECTORS:

Mike Altizer
Bill Worrell
Gary Breeding



Clinch Valley Soil and Water Conservation District

131 Highland Drive, Suite B Lebanon, VA
24266

Phone: (276) 883-5987

www.cvsxcd.org

We work with the people who work the land.

**Clinch Valley Soil and Water Conservation District
Executive Committee Meeting Minutes
May 07, 2024; CVSWCD Conference Room, 9:00 am**

COMMITTEE MEMBERS

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

STAFF

Brandon Blevins, Conservation Specialist
Jeff Mutter, Conservation Specialist
Siobhan Nishida, District Manager

CALL MEETING TO ORDER: Zac Ketron called the May 7, 2024 Clinch Valley Soil and Water Conservation District (SWCD) Executive Committee (EC) meeting to order at 9:15 am.

ADDITIONS TO THE AGENDA:
None

NEW BUSINESS:

Budget Review

The EC reviewed the annual budget for FY2025. Considerations were increasing funding to the lime program, securing funds for employee position, increase funding for accounting services. Adjustments from last year's budgets also included an increase in funding for meeting supplies and meals, Annual Banquet, and Advertisement for the District. Siobhan Nishida noted that some of the grant funding income listed had not been approved yet, therefore some adjustments may need to be made after receiving final grant agreements. Ideas for special funded projects for the future included Education Programming Event for producers and the Underground Soils Trailer.

The EC agreed to make the following recommendation to the Board: The FY 2025 Budget is approved, understanding that some adjustments may need to be made after receiving final grant agreements.

Annual Plan of Work Updates for FY2025

The EC reviewed the Annual Plan of Work and staff proposed some edits for APOW FY 2025 including the additional NASDA Grant Report being added to the quarterly reports list and the Spring and Fall work to be done with the rental equipment program.

The EC agreed to make the following recommendation to the Board: The FY 2025 APOW is approved, with edits as discussed in the EC meeting.

Personnel Policy Updates for FY2025

The EC reviewed the Personnel Policy and some suggestions of edits included changing the name of FMLA to Clinch Valley Family Medical Leave and Drivers with Court Ordered Restrictions due to illegal activities such as the following: DUI, Reckless Driving, Speed or Aggressive Driving, Illegal possession or consumption of alcohol, or Drug Violations would result in the removal of the privilege of driving district vehicles. Directors asked staff to find some updated salary tables to be considered for pg. 19 to increase the grades and steps. The purchasing policy was reviewed.

The EC agreed to make the following recommendation to the Board: The FY 2025 Personnel Policy is approved, with edits as discussed in the EC meeting.

Brandon Blevins and Jeff Mutter exited the meeting

Employee Review

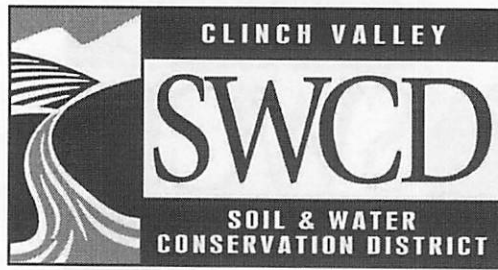
Andy Smith made a motion that EC go into Closed Meeting as provided for in the Code of Virginia Section 2.2-3711.(A) (1) to discuss employee reviews District Personnel. The motion was seconded by Kelly Gilmer and the motion carried. Siobhan Nishida received her performance review and EC reviewed the printed job description. Pursuant to the Code of Virginia Section 2.2-3712.(D) Andy Smith 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 and the motion carried. There was a roll call vote Jason Bush – yea, Kelly Gilmer – yea, and Zac Ketron – yea, Mike Altizer - yea, and Gary Breeding - yea and the motion carried. EC planned to have the performance review of the remaining staff at the June EC Meeting and planned to review the corresponding job descriptions at that time.

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Kelly Gilmer, Vice-Chairman
Andy Smith, Director
Jason Bush, Treasurer
Scott Jesse, VT Coop Extension

ASSOCIATE DIRECTORS:

Mike Altizer
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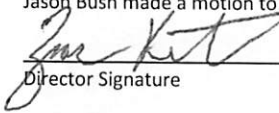
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ADJOURN:

Jason Bush made a motion to adjourn at 10:45am and the motion was seconded by Andy Smith and the motion carried.



Director Signature

Prepared By:

Siobhan Nishida, CVSWCD District Manager