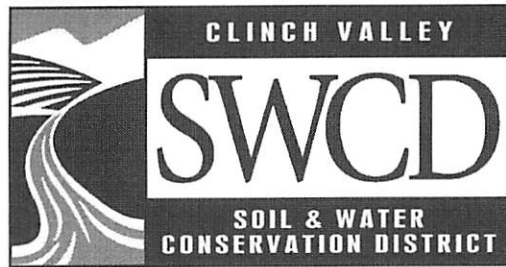


**DIRECTORS:**

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

**ASSOCIATE DIRECTORS:**

Mike Altizer  
Bill Worrell  
Gary Breeding



**Clinch Valley Soil and Water Conservation District**

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24266

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[www.cvsxcd.org](http://www.cvsxcd.org)

**We work with the people who work the land.**

**Clinch Valley Soil and Water Conservation District  
Executive Committee Meeting Minutes  
June 13, 2024; CVSWCD Conference Room, 8:30 am**

**COMMITTEE MEMBERS**

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

**STAFF**

Brandon Blevins, Conservation Specialist  
Jeff Mutter, Conservation Specialist  
Ali Reilly, Education Specialist  
Siobhan Nishida, District Manager

**CALL MEETING TO ORDER:** Zac Ketron called the June 13, 2024, Clinch Valley Soil and Water Conservation District (SWCD) Executive Committee (EC) meeting to order at 8:30 am.

**ADDITIONS TO THE AGENDA:**

None

**NEW BUSINESS:**

**Personnel Policy Updates for FY2025**

The EC reviewed the Personnel Policy including edits including court order restrictions of the drivers of district vehicles and an updated salary tables based on of NRCS' Step and Grade table for employees in Russell County. A review of each job description was also completed including the job pay scale updates to correspond with the newly updated Step and Grade table.

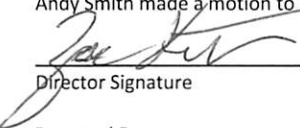
The EC agreed to make the following recommendation to the Board: The FY 2025 Personnel Policy be approved, with edits reviewed in the EC meeting.

**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. Brandon Blevins, Jeff Mutter and Ali Reilly received their performance review and EC reviewed the printed job description and FLSA status. 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: Andy Smith – yea, Kelly Gilmer – yea, Zac Ketron – yea, Mike Altizer - yea, and Gary Breeding - yea and the motion carried.

**ADJOURN:**

Andy Smith made a motion to adjourn at 9:00 am and the motion was seconded by Gary Breeding and the motion carried.

  
\_\_\_\_\_  
Director Signature

Prepared By:  
Siobhan Nishida, CVSWCD District Manager