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## JULY BOARD MEETING MINUTES

The regular meeting was called to order at 7:02pm on Thursday, July 25th, 2024.

### **DIRECTORS PRESENT**

Shannon Brines, Chair  
Matt Nolan, Vice-Chair  
Hannah Weber, Treasurer  
Maegen Gabriel, Secretary  
Tom Shanahan, Board Director

### **DIRECTORS ABSENT**

### **OTHERS PRESENT**

Deborah Shad, Finance Administrator (virtual)  
Summer Roberts, Executive Director (virtual)  
Molly Eassa, Executive Assistant

### **ADDITIONS TO AGENDA**

Annual staff survey timeline.  
For future new business items: Agricultural sister grant for School and Community Habitat Grant.

### **MEETING MINUTES**

Gabriel moves to approve June board meeting minutes, Shanahan seconds. 5 yays, no nays, no discussion. Motion passes.

### **COMMITTEE REPORTS**

**Finance Committee:** N/A, next meeting August 9<sup>th</sup>.

**HR Committee:** Discussion surrounding new member, Patricia Denig- Great addition to the committee.

### **FINANCIAL REPORTS**

|                            |                |
|----------------------------|----------------|
| Total Assets               | \$980,786.40   |
| Total Liabilities & Equity | \$980,786.40   |
| Total Monthly Income       | \$1,176,719.63 |
| Total Monthly Expense      | \$936,576.81   |
| Total Other Income         | \$90,601.79    |
| Total Monthly Net Income   | \$328,801.13   |

## Discussion

- Funding for personnel is lower than projected due to staff shifting with ED transition.
- Budget vs Actuals: With grants and without grants
  - Documents provide projections with rollover grant funding.
  - 40k makeup with grant funding rollover and/or fall plant sale.
    - 8k from MDARD OPS & est. 26k from fall sale; millage dollars for FY25 not yet finalized.
- Actuals for office rent & utilities
  - Indirect charges from grants gets split up and distributed in the budget.
  - Rollover from USDA, NACD, MOSA TOPP
  - STONY EGLE grant is done.
  - MiFarmLink \$75K to be split off in fiscal year 2025.

## **APPROVAL OF BILLS**

Weber moves to approve bills, Nolan seconds. 5 yays, no nays. Motion passes.

Discussion: Tamarack Performance

- Doug Reith still working with them and feels confident about website development despite communication setbacks with Tamarack staff.
  - Proposing budget amendment for transferring funds to web development.
  - Other staff brought to admin's attention that there may be a large additional fee due for website maintenance.
    - Doug to follow up with Tamarack on this and reference contract.

## **FARMLAND AGREEMENTS & CONSERVATION PLANS**

No Farmland Agreements.

4 Conservation Plans.

EGLE Correspondence addition.

Nolan moves to approve conservation plans, Gabriel seconds. 5 yays, no nays, no discussion. Motion passes.

## **STAFF & PARTNER REPORTS**

### WCCD Executive Director, Summer Roberts

- Preliminary discussions with Ann Arbor Trout Unlimited and HRWC to partner in a project along Mill Creek - potentially riparian buffer strip restoration/demo along the stream (Forest to MiFaucet Grant) with MAEAP field day

### WCCD Resource Coordinator, Doug Reith

### WCCD Community Forester, *Vacant*

### WCCD MAEAP Technician, Nick Machinski

- Farmer Advisory Meeting
  - 6 attendees
  - Timing of meeting is typically not at this time of year - attendance not representative for typical meeting.
  - Meeting highlights:
    - Exciting new high tunnel project.
    - Upcoming field day
    - Agenda and input time

WCCD Outreach Coordinator, Dru Mark-Wilson

WCCD Conservation Technician, Paul Buzzard

WCCD Conservation Technician, Matt DeJonge

MCSFP Specialist, Megan Phillips Goldenberg

MiFarmLink Specialist, Jill Dohner

Conservation Technician (TOPP), Kimberly Williams-Guillen & Alex Cacciari

MDARD Regional Coordinator, Nadene Berthiaume

## **OLD BUSINESS**

1. Google Drive Feedback
  - a. System works well and implementation will continue for future board and committee meetings.
  - b. Upload minutes pre-approved AND approved.
2. ED Memo RE Pay Rates & Ranges
  - a. Old memo from previous Executive Director regarding recommended pay ranges
    - i. Miscommunication between prior ED & board
      1. Was in fact, not recommend by HR Committee (Nolan) due to ED pay range and so was never approved by BOD
        - a. Process:
          - i. Memos go to HR Committee; HR decides to recommend to the Board of Directors or not; Board of Directors make final decisions after discussion and collecting all relevant information and references.
          - ii. Need more structure for Work Agreement pay range/salary/raise processes.
            1. Board should be looking into pay ranges more regularly.
              - a. Pay is dependent on budget. Salaries may have to be capped. Millage versus grants- potential for more indirect cost funds.
            2. No good basis for pay range memo- need another compensation study soon.
        2. This memo should return to HR Committee for additional review before being submitted to BOD
      - ii. Need more structure for Work Agreement pay range/salary/raise processes.
    - b. Finance Administrator compensation
      - i. Extenuating circumstance for finance administrator
      - ii. For amount increase: 5 yays and no nays
        1. Pay increase to finance administrator through FY24 for \$454.46 per 5 remaining pay periods. Motion by Nolan, seconded by Gabriel. No further discussion. To transfer over to FY25 year in form of salary
      - iii. Roll call vote: All yays, no nays.

## **NEW BUSINESS**

1. Annual evaluation of staff (\*\* Addition to agenda\*\*)
  - a. Anonymous feedback for staff to evaluate ED and organization.
  - b. Add more nuance to questions due to transitions this year.
  - c. Compensation question discussion

- i. May be a leading question.
  - ii. Keep it because on average people became more satisfied with their compensation & tracking changes in satisfaction over time.
  - iii. Language surrounding direct supervisor versus ED.
    - 1. Internal survey will focus on direct supervisors, so board survey can focus on ED performance.
- 2. July HR Committee Meeting
  - a. Language adoption for HR manual
  - b. Department of labor changing overtime guidelines consistent with regulations under the Fair Labor Standards Act.
    - i. Overtime exempt employees versus overtime non-exempt employees
    - ii. Bucket of \$ for each supervisor to administer overtime funds.
      - 1. To be tracked in internal spreadsheet.
  - c. Nolan moves to adopt this new policy proposed for overtime compensatory time policy, Gabriel seconds. 5 yays no nays.
    - i. Discussion: send to legal for this to confirm language
      - 1. Confirm budget for legal review and bundle any additional policy changes if applicable.
    - ii. Motion passes.
- 3. Employee compensation
  - a. State vs Federal Holidays
    - i. 13 state, 11 federal.
      - 1. State holidays include the day after Thanksgiving and Christmas Eve.
    - ii. Discussion surrounding the potential to make Christmas Eve and Christmas floating holidays for staff to use on the holiday of their choice. This aligns with our DEI statements.
    - iii. Deb states there are no negative budget impacts.
    - iv. Weber moves to adopt 2 extra state holidays, Nolan seconds. 5 yays no nays, discussion to include these as floating holidays. Motion passes.
  - b. Holiday Pay Policy for Part-Time Staff
    - i. Currently prorated for regular work schedule
    - ii. Precedent for prorating holiday based on total hours worked vs when the hours are worked.
      - 1. Patricia Denig to send holiday pay policy to ED.
  - c. Office Closure Policy
    - i. Closed on all federal holidays (newly amended state too)
    - ii. Physical office closed Dec 24th-Jan 1st.
    - iii. Addition to office closure: July 3rd-5th for office closure.
      - 1. During times when foot traffic/walk ins are super low
      - 2. Gabriel motions to approve office closure, Weber seconds. 5 yays no nays, no discussion. Motion passes.
    - iv. To be added to policy handbook/HR manual/remote work policy.
    - v. Post on website & Google calendar.
  - d. Proposed: Benefits begin 1st of the month following hire date.
    - i. Currently: Effective date of hire
    - ii. Proposal produces inequality in benefits depending on hire date.
    - iii. Recommendation: Within two pay periods (4 weeks) you'll be enrolled in benefits
      - 1. Reduce inequity of start dates.
      - 2. Finance Administrator checking with benefit providers to determine feasibility and best practice.
  - e. Values retreat
    - i. Facilitated discussion/retreat to discuss goals/values driving our organization.
      - 1. Nolan recommended Sarah from FishFly.
    - ii. Date: Due to transitions, recommend start of FY25

- 1. In future years, might be better to align with BOD elections in January- before or after?
- iii. Cost dependent on length of retreat, # of people – requires BOD discussion
  - 1. May want Staff and BOD to have separate time as well as overlap
- iv. October 14th or 15th? Doodle poll to be sent out.
- v. Annual meeting for MACD region 10 conservation districts
  - 1. Our district chipping in for food at a meeting- couple hundred (\$500) dollars
    - a. Finance Administrator confirmed within budget for FY24.
  - 2. Pitched meeting for September.
  - 3. Foster relationship among districts
  - 4. To discuss further/pass motion next month
- f. Draft proposed FY25/FY26 Organization Chart
  - i. ED would like BOD discussion and input in the future to build capacity towards meeting long-term strategic goals rather than reacting to grant availability
- g. Staff & Board
  - i. Upcoming Grants:
    - 1. Still gathering information on new grants; Plan to share more details at the next meeting
  - ii. EGLE GLRI Grant – WLEB Cost-Share
    - 1. \$2.1 mil over 4 years
      - a. \$1.8 mil for farmer cost-share
      - b. At least 15k/year in administrative costs, plus indirect and fringe
  - iii. MDARD Capacity Building Grant for CD's in WLEB
    - 1. Received email from MDARD requesting a meeting for this with ED & Board Chair
  - iv. Auditor's Engagement Letter
    - 1. Need an annual financial audit.
    - 2. Have used this company in the past.
    - 3. Good to have them familiar with our books.
    - 4. Research into cost for audits from other places.
      - a. For next board meeting, due end of FY24
  - v. Region 10 MACD Meeting
    - 1. \* See above

**NEXT MEETING:**

Monthly Board Meeting: Thursday, August 15<sup>th</sup> at 7:00pm.

**OATH OF OFFICE**

**ADJOURNMENT:** 9:52pm.

THESE MINUTES STAND TO BE APPROVED.

MINUTES APPROVED                      8/15/2024

APPROVAL SIGNATURE:                      