



Washtenaw County Conservation District

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JUNE BOARD MEETING MINUTES

The regular meeting was called to order Chair Brines at 7:01 p.m. on Thursday, June 20th, 2024.

DIRECTORS PRESENT

Shannon Brines, Chair

Hannah Weber, Treasurer

Maegen Gabriel, Secretary

Tom Shanahan, Board Director

DIRECTORS ABSENT

Matt Nolan, Vice-Chair

OTHERS PRESENT

Summer Roberts, Executive Director

Deborah Shad, Financial Administrator

Molly Eassa, Executive Assistant

MEETING MINUTES

Gabriel moves to approve May meeting minutes, Weber seconds. 4 yays, no nays; no further discussion. Motion passes.

COMMITTEE REPORTS

Finance Committee: Meeting was brief. Wayne Oliver was updated on millage and ED transition.

HR Committee: Planning to resume soon. In process of reviewing compensation study and retention for staff salary.

Possible recruitment for new HR and Finance Committee members in the future. Goal is 4-5 members for each committee.

FINANCIAL REPORTS

Discussion:

- Uncategorized income includes company credit card cashback.
- Low expense numbers in Profession Development & Training and Farmer Cost-share due to transitional ED period putting things on hold.
- Program income impacts: final budget adjustment to come after Fall Tree and Shrub Sale.
- Increased insurance rates
- May anticipate minor grant adjustments such as pushing MiFarmLink back to FY25.

Total Assets	913,786.37
Total Liabilities & Equity	913,786.37
Total Monthly Income	274,360.01
Total Monthly Expense	831,986.17
Total Other Income	85,519.37
Total Monthly Net Income	274,360.01

APPROVAL OF BILLS

Weber moves to approve bills, Gabriel seconds. 4 yays, no nays; no further discussion. Motion passes.

FARMLAND AGREEMENTS & CONSERVATION PLANS

EGLE - Water Resources Division's public notice about a project impacting wetlands on Matthaei Botanical Gardens. Board welcomes staff input on future notices.

No Farmland agreements or Conservation Plans.

- Previous PA116 denied, no updates.

STAFF & PARTNER REPORTS

WCCD Co-Interim Executive Director, Deborah Shad & Jill Dohner

- Co-ED's working closely with Summer Roberts as she transitions into new Executive Director role.
- FY25 Budget in progress

WCCD Finance Administrator, Deborah Shad

WCCD Resource Specialist, Doug Reith

WCCD Community Forester, Summer Roberts

- Onboarding new FPOC, John Scaramucci
- Wrapping-up and placing on hold many forestry efforts
- New CF position description & timeline proposal sent to HR Committee.

WCCD Conservation Specialist, Nick Machinski

WCCD Outreach Coordinator, Dru Mark-Wilson

- Consider goals for Coffee & Conservation events and theming/marketing.

WCCD Conservation Technician (MAEAP), Paul Buzzard

WCCD Conservation Technician (NRCS), Matt DeJonge

MiFarmLink Specialist, Jill Dohner

MCSFP Specialist, Megan Phillips-Goldenberg

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

- Question of advertisement: master gardeners at Organic Meeting, not many farmers.
- Discussion about sending event link directly to farmers in TOPPS program first before releasing to the public.

MDARD Regional Coordinator, Nadene Berthiaume

Genessee County Conservation District Partner Report, Micah Hutchison

OLD BUSINESS

Grant description document:

- Good start- Working document subject to changes and additions.

Organizational chart discussion:

- Hiring:
 - MCSFP: considering hiring 2 technicians. Has several promising candidates.
 - Megan Phillips-Goldenberg
 - CF: position drafted and sent to HR committee. Aiming for quick hire, so new CF can attend a MDARD FAP training on 8/12
 - Summer Roberts
 - NRCS: Some potential concerns about candidates and setting new staff up for success. Considering soliciting additional candidates. Possibly reopening applications for one week if suitable candidate is not found and would like to consider others.
 - Nick Machinski

NEW BUSINESS

1. Use Google Drive to Share Board Documents
 - a. Reminder email, but documents will be on google drive instead of attachments.
 - b. To include all supporting documents/resources
 - i. Grants, staff info, comp study, etc.
 - c. Link to drive in reminder email
2. Review Budget Amendments
 - a. GRLI billing updates
 - b. Conservation Tech Wages
 - i. NACD agreement came through late (The original plan was to pay for MDJ for 1st quarter and continue as needed)

- c. Under total expenses- interest income: double what it was. Tried to be conservative with the economy- did better than anticipated.
 - d. TOPP technician salary listed for both positions- edit to break this up into separate positions.
 - i. Weber moves to approve budget amendments, Shanahan seconds. 4 yays, no nays; no further discussion. Motion passes.
3. Propose Board Meeting Schedule Adjustments
 - a. July Regular meeting: Move meeting to Thursday, July 25th at 7:00pm.
 - b. Schedule Special Meeting in early August for budget
 - i. Budget approved after public hearing September meeting. Special meeting needs to be in between August & September.
 - ii. Send out and receive notes from Board prior to budget special meeting.
 - iii. July 11th deadline for staff input, wrapped up by July 17th. (Per Deb & Summer)
 1. Check in with Nadene at MDARD about time frame.
 - iv. August 29th at 7pm SPECIAL meeting.
 1. Send invite & post special meeting.
 4. May Finance Committee Meeting Review
 - a. See above in committee reports.
 5. Department of Labor Final Overtime Rule
 - a. Increases to minimum threshold salary:
 - i. July 1st, 2024 - \$43,888/yr
 - ii. January 1st, 2025 - \$58,656/yr
 - b. Policies for overtime expectations- Comp time? Payout? Summer will propose solutions and confer with HR committee.
 - c. Budget impacts & buffers to compensate for this.
 6. Copyright Issue
 - a. 5yrs ago Megan DeLeeuw posted fish illustration provided by Fish Hatchery.
 - b. Will impact insurance rates, we are covered up to 1mil. in lawsuit.
 - c. Discussion about creating an SOP for stock photos. Release form for events
 - i. What makes an event private vs public? Research on this.

****ADDITIONS TO NEW BUSINESS**

- MACD Annual Meeting:
 - Envirothon: Environmental themed quiz bowl. MACD event, discussion about hopping onboard with this- Speak to Matt Nolan about this.
 - MDARD people- we should lean into them, very knowledgeable people.
 - Finances handled by Summer; Brines spoke with Nadene (MDARD representative)
 - Stressed that our financials are in order at LEAST quarterly.
- Capitol Day:
 - Maegen & Summer visited 4 representatives, Jill & Shannon visited another four representatives.
 - State senators (Erwin & Shink) conversation
 - Open to communicate with district.
 - Following up with conference correspondences
 - TAKEAWAY: Develop relationships with State reps, County Commissioners, and Townships representatives
 - Such as Webster & Lyndon
- Need to establish pay raise policy/procedure/SOP- refer to grant agreements.
 - Summer will confer with Matt Nolan about this- HR committee meeting.
 - Millage salary- need to be in work plans how much income is from millage vs. grants.

Other CD's requesting our handbook- yes to sharing!

NEXT MEETING:

Monthly Board Meeting:

Friday, July 25th at 7:00pm. Location: 705 N Zeeb Rd, Ann Arbor MI 48103.

Special Board Meeting:

Thursday, August 29th at 7:00pm. Location: 705 N Zeeb Rd, Ann Arbor MI 48103.

OATH OF OFFICE

ADJOURNMENT: 9:58pm.

THESE MINUTES STAND TO BE APPROVED.

MINUTES APPROVED

APPROVAL SIGNATURE: _

A handwritten signature in black ink, appearing to be "Sam B.", written over a horizontal line.

