

POLK SWCD BOARD MEETING:
APRIL 14, 2021 - 6:00 PM - 8:00 PM
Via ZOOM video Conference
Recording and attachments available on request

CALL BOARD MEETING TO ORDER: Chair Woods @ 6:01 PM

PRESENT:

- DIRECTORS: Woods, Simmons, M. Wilson, Beebe, Garnett, Dalton and Ford
- STAFF: DM Stutzman
- GUESTS: Tom Wilson (Contractor) , Clawson (Emeriti)

PUBLIC COMMENTS: None

REVISION OF AGENDA: None

STAFF REPORTS

2020-2021 Q3 Annual Work Plan progression (see attachment A)

6:04 Director Ford arrives

ACTION

- *March 2021 Treasurer's Reports (attachment B)*

Dalton presented the updated cash flow report, not included in the original board packet. Woods asked that on the general fund Resources and Requirements to break out RCPP and any NRCS programs.

Beebe Moved, Wilson 2nd to accept the March 2021 Treasurer's report as presented. Motion passed 7-0.

- March Board Meeting Minutes (*attachment C*)

Beebe moved, Dalton 2nd to approve the annual meeting minutes from March 2021.

Dalton wants to see the date in the heading of the minutes by the title. Simmons wanted each meeting on a separate page. **Passed 6-0** (*Garnett Absent for vote*)

Dalton moved, Ford 2nd to approve the March Board meeting minutes as presented. Passed 6-0. (*Garnett Absent for vote*)

Simmons asked about the work load question and Stutzman doesn't remember the question.

- 2021-2022 Annual Work Plan (*attachment D*)

Wilson asked about work with landowners who walk in, as opposed to going out on a site visit, and commented on the need to define how to track hours for goals.

Stutzman explained that they track hours against grants.

Simmons asked to convert time tracking into quarterly work load for all staff.

Woods would like to track time by grant to show level of engagement and commitment.

Pryor asked if Stutzman could provide the information and she said the staff could easily. Woods would like to see the information.

Dalton likes the idea of tracking hours. Beebe suggested referral to personnel committee to determine adequate tracking.

Wilson wanted this time tracking to be used for grants for now.

Garnett Moved, 2nd by Dalton to accept the annual work plan as presented. Motion passed 7-0.

- NRCS MOU's – all board needs to sign (*attachment E*)

Beebe Moved, 2nd by Garnett to accept the NRCS MOU as presented. Passed 7-0.

- Partners Program document for Smithfield Oaks (attachment F)

Wilson moved, 2nd by Garnett to approve Partners Program documents as presented. Passed 7-0.

- Policy Committee Update:

Beebe asked that it be returned to personnel committee. As situations develop the personal committee can bring in outside help.

Need the input from the full board for some of the information from the SDAO Employee Handbook (attachment H)

Remove Resolution 11 and replace with BOLI information

Discussion regarding resolutions, policy and changing the policy manual and/or handbook.

- Personnel Committee – recap of Monday 12th Meeting

Personnel committee responded to a complaint, and Wilson said the committee met to recommend training in board operations. Wilson would like to have more training with outside professional help to understand terms and how to bring up conflicting issues.

Training could be during board time or otherwise, possibly from HR Answers.

Woods wanted special meetings to address these issues. He stated the need to understand the terminology

CALL BOARD MEETING ADJURNED: Chair Woods @ 8:15 PM