

**Golden Sands Resource, Conservation & Development Council, Inc.**  
**Personnel/Finance Committee Meeting Minutes**  
**September 19, 2019**  
**Golden Sands RC&D Office, Stevens Point, WI**

**Attendees:** Al Barden (Member-at-Large); Gary Beastrom (Marathon); Joshua Benes (Golden Sands RC&D Staff); Reesa Evans (Member-at-Large); Ed Hernandez (Waushara); Denise Hilgart (Golden Sands RC&D Staff); Hugh O'Donnell (Member-at-Large); Amy Thorstenson (Golden Sands RC&D Staff); Bob Walker (Member-at-Large). Bill Clendenning was also present. Committee members missing: Deb Jacubek (Wisconsin Farmers Union); Ed Miller (Outagamie).

**CALL TO ORDER:** Hernandez called the meeting to order at 9:00 a.m.

**INTRODUCTIONS:** All members were familiar with each other. Introductions skipped.

**APPROVAL OF MINUTES:** The minutes of the last meeting passed unanimously.

**TREASURER'S REPORT:** Hilgart passed out the most recent treasurer's report. Most of the expenditures have been payroll and working season related. Some Natural Resources Conservation Service (NRCS) reimbursements have started being paid. No use of the contingency fund. The endowment fund only issues quarterly reports, so there will be information at the November meeting. Motion by O'Donnell, seconded by Barden, to forward to the full council. Motion carried unanimously.

**FINANCIAL PROCEDURES:** Six counties have now paid the full membership dues for 2019. Three others have increased the amount they are paying.

**STAFF AND MEMBERSHIP:**

**Family Leave:** Benes and his wife are expecting a child in January. In review, it appears that Golden Sands has no family leave provisions. By consensus, the P&F board approved him reducing his hours temporarily around the time of the birth and using sick/vacation/compensatory time to cover the other hours.

**New Employee:** A coordinator for the Central Sands Cooperative Invasive Species Management Area (CISMA) was hired. Asa Plonsky started in July 2019. She is currently working on finalizing the memorandum of understanding for the partners and preparing for the landowner invasive species workshop, which is set for September 28, 2019. She will report on her activities in the Forestry/Agriculture/Wildlife meeting.

**Personnel Reviews:** Benes and Thorstenson will determine if further personnel reviews are to be scheduled, especially for the employees working at NRCS offices.

**COUNCIL PURCHASES:**

**Rain Barrel Funds:** Nearly \$7000 of unused accumulated funds were discovered from the old Rain Barrel Project. By email, P&F members agreed to use \$1000 towards needed neighborhood garden repairs. A short discussion occurred about how to use the remaining \$5976.70. Motion by Evans, seconded by Barden, to deposit the remaining funds into the Small Project Implementation Fund (SPIF) account. Motion carried unanimously.

**Fox Valley CISMA:** Benes explained that there were several entities, including a UW-Oshkosh professor, that are interested in starting a CISMA for part of the Fox Valley area covered by Outagamie, Waupaca, and Winnebago Counties. \$1500 was already received from the Waupaca Area Commission. There may be a remaining cost of \$2600 to get things started. This won't be known until Benes hears back about a grant application he submitted. After being informed that there was currently \$23,057.53 in the special projects account (before any money from the rain barrel fund), the P&F Committee agreed by consensus that the needed funds could be taken from that account, if necessary, to get this project off the ground.

### **INSURANCE & BENEFITS:**

**Liability:** It is still not clear whether Golden Sands needs to continue carrying its own liability insurance or whether that available through the Wisconsin Association of RC&Ds is sufficient for Golden Sands purposes. Perhaps more information will be available for the November 2019 meeting.

### **PERSONNEL POLICY & PROCEDURE HANDBOOK:**

**Office Operations Flow Chart:** An updated flow chart for office operations was passed out. If approved, a copy will be given to current employees and new employees will receive one in their orientation packet in the future. Motion by Evans, seconded by Barden, to approve new flow chart. Motion carried unanimously.

**Handbook Revisions:** Benes and Thorstenson will be reviewing the handbook for needed changes and/or updates. This should include developing a family leave policy.

**Communications & Marketing:** Thorstenson has been entering fairly regular Facebook remarks. She intends to start working on a fall newsletter soon.

**OTHER BUSINESS:** Hilgart announced that the required 990 form has been completed and needs to be signed by two officers today. Copies will be made available of the signed form at the November meeting.

**ADJOURN:** The meeting was adjourned at 9:32 a.m. upon a motion made by Barden, seconded by Beastro.

Respectfully submitted,

Reesa Evans  
Temporary recording secretary