

Golden Sands Resource Conservation & Development Council, Inc.
Personnel/Finance Committee Meeting Minutes
May 16th, 2024
Wood County River Block/Online

Attendees: Gary Beastrom (Member-at-Large); Amy Thorstenson (Golden Sands RC&D Staff); Amanda Gurklis (Golden Sands RC&D Staff); Reesa Evans (Member-at-Large); Bob Walker (Member-at-Large); Amy Thorstenson (Golden Sands RC&D Staff); Jennifer Glad (Golden Sands RC&D Staff); Kevin Munkwitz (Golden Sands RC&D Staff); Denise Hilgart (Golden Sands RC&D Staff); Shane Wucherpfennig (Wood). Bill Clendenning (Wood) and Jared Mader (Marathon) were also present.

CALL TO ORDER: President Wucherpfennig called the meeting to order at 9:00 a.m.

INTRODUCTIONS: Everyone introduced themselves.

APPROVAL OF MINUTES: A motion was made by Walker, which was seconded by Evans, to approve the minutes from the March 2024 meeting. Motion carried unanimously.

CLOSED SESSION: A motion was made by Walker, which was seconded by Evans, to go into closed session. Motion carried unanimously. Clendenning, Gurklis, Hilgart, Mader, and Munkwitz left the room. Open session resumed after a few minutes. Clendenning, Gurklis, Hilgart, Mader, and Munkwitz returned to the meeting.

TREASURER'S REPORT: Hilgart provided the Treasurer's Report for the last four months. The checking account balance at the end of April 2024 was \$31,379.38. The balance at the Associated Savings Account at that time was \$26,364.51. The balance in the Associated Money Market Account was \$29,585.08. The Simplicity Money Market Account balance was \$234,355.10. The Simplicity Savings Account was \$100.03. Since the report was prepared, a payment for the NRCS co-employment contract was received. The first quarter report from the Endowment Fund showed an ending balance of \$29,831.89. A motion was made by Walker, which was seconded by Evans, to forward the report to the full council. Motion passed unanimously.

FINANCIAL PROCEDURES:

2023 Overhead/Administrative Budget: Glad reported on the actuals for the 2023 overhead/administrative budget. Golden Sands RC&D finished 2023 with a positive balance of \$20,029, which was considerably more than the expected \$739. Glad said that there was \$8,162 more in revenue received than expected and also that spending was \$11,128 less than expected. The Personnel/Finance Committee voted to deposit the \$20,029 in the contingency fund.

Employee Retention Credit: Glad and Hilgart explained that the funds for the Employee Retention Credit have not been received. However, two of the projects on the list for those funds are completed: refurbishing the office and buying apparel for staff. Most of the other items planned for those funds won't be acted upon until the funds are received.

Co-employment Contract with NRCS: Glad announced that the co-employment agreement with NRCS has been completed for 5 years for \$1.8 million dollars.

STAFF AND MEMBERSHIP:

Hiring Updates: Five new positions were filled in March and four were filled in April. Two affiliate positions were filled. Interviewing for the new Team Resources Leader is on-going. Some LTE positions are still open, as is a forestry intern position. Glad announced that there may be an opening for an administrative assistant in the next few months. It is expected that since Munkwitz recently graduated, he may be seeking a new position. It would be best if there was some overlap so that the new person could be trained by Munkwitz.

Nomination for Additional P/F Committee Member: Brian Haase was nominated as an additional P/F Committee Member. He was accepted unanimously. Wucherpfennig also nominated Jared Mader to take Diane Hanson's position. The nomination was approved by a vote of 3-1.

AI Barden Tribute: Evans will be meeting with the Eagle River manager tomorrow about a bench. Suggestions are needed about what to put on a plaque to honor Barden.

POLICY & PROCEDURES: Glad presented the committee with information about changes in the structure for accumulation of PTO (paid time off). The two changes that would have the most impact on employee morale and result in the least financial impact to Golden Sands RC&D are increasing the rate at which PTO hours accumulate and raising the number of PTO that could be accumulated from 200 to 250 hours. A motion was made by Evans, which was seconded by Walker, to go forward with those two changes beginning with the next pay period. Motion carried unanimously.

PR & COMMUNICATIONS: Thorstenson reported that a newsletter was sent out last month. Munkwitz is working on one for this month. Glad reported that there are no new updates regarding the annual highlights.

OTHER BUSINESS: Glad described a letter she received recently from the National RC&D organization. Golden Sands RC&D has not paid dues for that organization in a few years. After some discussion, a motion was made by Evans, which was seconded by Walker, to pay \$450 dues for the National RC&D. Motion carried unanimously. The P/F Committee will review the situation next year.

ADJOURNMENT: The meeting was adjourned at 9:50 a.m.

Respectfully submitted,

Reesa Evans
Recording Secretary