

Golden Sands Resource Conservation & Development Council, Inc.
Personnel/Finance Committee Meeting Minutes
March 21st, 2024
Hancock Agricultural Research Station/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); Gary Beastrom (Member-at-Large). Dave Benson (Marquette); Brian Haase (Waupaca); Jodi Schappe (Adams); and Bill Clendenning (Wood) were also present.

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

INTRODUCTIONS: Everyone introduced themselves.

APPROVAL OF MINUTES: A motion was made by Benson, which was seconded by Beastrom, to approve the minutes from the January 2024 meeting. Motion carried unanimously.

CLOSED SESSION: None.

TREASURER'S REPORT: Information will be available at the next council meeting. Glad asked for direction from the committee about the \$1,220.61 distribution available from the Endowment Fund for 2023. A motion was made by Evans, which was seconded by Walker, to reinvest the distribution into the Endowment Fund. Motion passed unanimously.

FINANCIAL PROCEDURES:

2023 Overhead Actuals: Information will be available at the next council meeting.

2024 Overhead & Admin Budget: Nothing has changed except that Munkwitz was made a full-time employee.

Employee Retention Credit: Some funds were used to provide apparel to employees and to purchase office furnishings. The office was rearranged to make it a more pleasant place to work. Archives were organized, cataloged, and saved. All employees got new chairs. More outlets are needed. Clendenning noted that Wood County has used office furniture available.

STAFF AND MEMBERSHIP:

Hiring Updates: Four new positions were filled and two replacements have been finalized. There is one offer pending. There are still two open full-time positions to be filled as well as about 10 seasonal LTE positions. Golden Sand RC&D currently has 25 full-time employees. Golden Sands RC&D worked with the NRCS to determine work that can be done in case there is a federal shutdown. The NRCS scheduled a meeting to discuss the current positions and to potentially add more co-employment positions. Glad indicated this could mean an NRCS contract of about \$5 million. A 3-month LTE position (from October to December 2024) was discussed. The P/F Committee decided by consensus that Golden Sands RC&D should work with the NRCS to try

out this option. It will provide a test case for possible remote work in the future. Glad also informed the Committee that the cost for CWWP will go up from \$30,000 to \$40,000 to provide more administrative fees to Golden Sands RC&D.

Development Direction Position Description: Prior to the meeting, a draft description for a new position, duties, and possible titles was sent out to committee members. A large part of the position would be to manage the NRCS co-employees, but other options could include grant writing, administrative duties, and PR work. The salary for this position is already in the 2024 budget. A motion was made by Evans, which was seconded by Beastron, to title the new position Team Resource Leader and proceed to hire for the position. Motion carried unanimously.

ORGANIZATIONAL CHART: A proposed organizational chart was sent to committee members prior to the meeting. The new Team Resource Leader will replace the Development Director on the chart. Glad suggested that a separate branch for Contracted Services might be appropriate in the future. A motion was made by Benson, which was seconded by Evans, to accept the organizational chart as amended. Motion passed unanimously.

NOMINATION FOR ADDITIONAL P/F COMMITTEE MEMBER: Brian Haase was nominated as an additional P/F Committee Member by Shane Wucherpennig. Since Wucherpennig was not present, and because county representation may change due to the April 2024 election, no action was taken.

AL BARDEN TRIBUTE: Evans has been working with Eagle River about options for a tribute to Al Barden, for all his years of service, at Riverview Park. She will meet with Eagle River representatives in April to choose a spot for a bench and tree. In the meantime, suggestions can be made about what to put on a plaque and bench.

Glad reported that the bench honoring Joe was formerly in a green space behind the office. It was stored when that green space was paved for parking. She would like to get it out of storage and place it in one of the community gardens.

POLICY & PROCEDURES: Glad presented the committee with information about some proposed benefit changes. The one that would have the least impact financially, and could be completed most easily, would be to change the structure for accumulation of PTO (paid time off). PTO includes vacation, sick days, and holidays. After discussion, a motion was made by Evans, which was seconded by Beastron, to change the PTO accumulation schedule to 1 week for 0-3 years; two weeks for 4-6 years; three weeks for 7-9 years; four weeks for 10-12 years; and five weeks for 13+ years. Motion carried unanimously.

PR & COMMUNICATIONS:

Newsletter: Thorstenson reported that a newsletter was sent out in February. She is working on one for March 2024.

Highlights: Gurklis said she is waiting for information to complete the 2023 Annual Highlights.

OTHER BUSINESS: None.

ADJOURNMENT: The meeting was adjourned at 10:12 a.m.

Respectfully submitted,

Reesa Evans
Recording Secretary