

Golden Sands Resource Conservation & Development Council, Inc.
Personnel/Finance Committee Meeting Minutes
November 19th, 2020
Online via Zoom

Attendees: Gary Beastrom (Member-at-Large); Joshua Benes (Golden Sands RC&D Staff); Amanda Burzynski (Golden Sands RC&D Staff); Reesa Evans (Member-at-Large); Denise Hilgart (Golden Sands RC&D Staff); Hugh O'Donnell (Member-at-Large); Hannah Butkiewicz (Golden Sands RC&D Staff); Amy Thorstenson (Golden Sands RC&D Staff); Bob Walker (Member-at-Large); Gerry Zastrow (Portage); Al Barden (Member-at-Large). Bill Clendenning was also present. Ed Hernandez (Waushara) joined the meeting at 9:50am.

CALL TO ORDER: Vice President Walker called the meeting to order at 9:01 a.m.

INTRODUCTIONS: Everyone introduced themselves for the benefit of Butkiewicz, the new Assistant Executive Director.

APPROVAL OF MINUTES: Motion made by Beastrom, seconded by Barden, to pass the minutes from the September 2020 meeting. Motion carried unanimously.

TREASURER'S REPORT: Hilgart discussed the most recent treasurer's report. There have been five payroll periods since the last report. Credit card statements for September and October were also available. The most recent report of the endowment fund shows an increase in the investment. Motion made by Beastrom, seconded by Zastrow, to forward to the full council. Motion carried unanimously.

P/F COMMITTEE CHAIR: Motion made by Evans, seconded by Barden, to table the election of the Chair for the P/F Committee until Hernandez indicates whether he wishes to continue as the Chair. Motion carried unanimously.

FINANCIAL PROCEDURES: No new items.

STAFF AND MEMBERSHIP:

New NRCS Employee: A new soil conservationist, Lindsy Hagen, was hired and started in the Mauston office on October 30th.

Other New Employees: Butkiewicz became the Assistant Executive Director on November 3rd. It is anticipated that she will take over as Executive Director at the January 2021 meeting.

COUNCIL PURCHASES: No new items.

INSURANCE & BENEFITS:

Health Insurance: Benes outlined some options for increasing health insurance coverage for employees. Currently, full-time employees get a stipend of \$150 each pay period towards their cost for health insurance. Many employers pay a percentage of the total cost, such as 80% for a

single employee and 70% for family coverage. However, this would raise Golden Sand's fringe rate from 30% to 51%. Another option would be to set a tiered stipend amount, which would depend on the number of hours the employee worked during the pay period. In this option, the employee would be responsible for the remaining balance. In some situations, this would leave some employees with very large payments to be made for full coverage. After some discussion, a motion was made by Evans, and seconded by Barden, to use a tiered stipend system which will be voted upon by the P/F committee members once more specifics have been obtained by Benes and Hilgart. Motion carried unanimously.

PERSONNEL POLICY & PROCEDURES HANDBOOK

Conflict of Interest Policy: Since the new conflict of interest policy was approved at the last meeting, discussion occurred about obtaining signatures from Golden Sand's representatives and employees. Evans suggested that representatives be contacted to see if they want to sign electronically, while keeping the option of a paper signature if requested. Consensus was to proceed accordingly.

ThinkHR Handbook: Benes discussed modifying the Personnel Policies & Procedures Handbook by using the template and guidelines available on the ThinkHR website. This not only outlines certain items that federal law requires to be included, but it also would allow for easier and more frequent updates. A motion was made by Barden, seconded by Beastron, to authorize Benes to use the ThinkHR platform, with the actual vote on the new handbook to come later and separately. Motion carried unanimously.

Communication/Marketing: Thorstensen reported that the fall newsletter was sent out in October, which highlighted the work that was completed despite difficulties caused by the Covid-19 pandemic.

OTHER BUSINESS

LCC Meetings: Benes met with the LCC Committees of Adams, Juneau, and Monroe Counties. Monroe County has now filled both its representative positions and is discussing paying full dues. Juneau also filled its positions and expects to pay full dues in 2021. Benes and Butkiewicz will meet with the LCC Committees of Columbia County to finalize it joining Golden Sands as the 13th county.

ADJOURNMENT: The meeting was adjourned at 9:55 a.m. upon a motion made by Barden, seconded by Zastrow.

Respectfully submitted,

Reesa Evans
Recording secretary