

**Golden Sands Resource Conservation & Development Council, Inc.**  
**Personnel/Finance Committee Meeting Minutes**  
**September 16th, 2021**  
**Jordan County Park's East Pavilion/Online**

**Attendees:** Gary Beastro (Member-at-Large); Ed Hernandez (Waushara); Denise Hilgart (Golden Sands RC&D Staff); Hannah Butkiewicz (Golden Sands RC&D Staff); Amy Thorstenson (Golden Sands RC&D Staff); Amanda Burzynski (Golden Sands RC&D Staff); Bob Walker (Member-at-Large); Al Barden (Member-at-Large); Diane Hanson (Marathon); Bill Clendenning (Wood); Shane Wucherpennig (Wood).

**CALL TO ORDER:** Hernandez called the meeting to order at 9:03 a.m.

**APPROVAL OF MINUTES:** A motion was made by Barden, seconded by Wucherpennig, to pass the minutes from the July 2021 meeting. Motion carried unanimously.

**Into Closed Session:** N/A.

**Out of Closed Session:** N/A

**TREASURER'S REPORT:** Hilgart reviewed the treasurer's report that had been emailed to the Committee earlier. The Treasurer's report was accepted by the Committee.

**FINANCIAL PROCEDURES:** Butkiewicz briefly reviewed the current process for pay increases for Administrative and Project staff. A discussion followed.

**STAFF AND MEMBERSHIP:**

**State Association of RC&D Updates:** Butkiewicz announced that Walker volunteered to be the President of the State Association. Butkiewicz also mentioned that Golden Sands RC&D has three representatives on the State Association Board.

**COUNCIL PURCHASES:** Thorstenson discussed the need to purchase a boat. Currently, staff members have been utilizing their own boats and boating equipment. A discussion followed on all costs associated with purchasing and owning a boat, including: insurance, storage, maintenance, etc.

**INSURANCE AND BENEFITS:** Butkiewicz reviewed the vacation and sick leave information that was distributed by email to the Committee. A discussion occurred on paid time off versus sick/vacation leave, accruals and carryovers, etc. This item will be discussed at future meetings.

**PERSONNEL POLICY & PROCEDURES HANDBOOK**

**Document Retention Policy:** Butkiewicz provided a draft copy of a document retention policy via email to the Committee. Walker encouraged the staff to allocate time to actually purge the records. Butkiewicz will email the Committee requesting a response for approval or denial of this policy.

**Project Approval (Threshold):** Butkiewicz distributed suggested modifications to the process for Project Approval (Gold Sheets) via email prior to the meeting. The focus of the modification was the financial threshold for bringing Gold Sheets to the Council meetings, which would make administration of small projects more efficient and timely. A motion by Wucherpfennig, seconded by Beastron, to approve modifications to the Project Approval process, with Gold Sheets and Council approval only required for projects at or over the \$5000 threshold. Motion carried.

### **COMMUNICATION/MARKETING**

**50th Anniversary Planning:** Ideas for the celebration were reviewed and discussed. Anyone who is interested in helping with planning should contact Butkiewicz.

### **OTHER BUSINESS:**

**Conflict of Interest Update:** Butkiewicz informed the Committee that she is currently renting from people that are involved with the Demonstration Forest program and wanted to assure the Committee that this will not create a conflict.

**ADJOURNMENT:** The meeting was adjourned at 10:30 a.m. upon a motion made by Wucherpfennig, seconded by Beastron.

Respectfully submitted,

Diane Hanson  
Temporary Recording Secretary