

**Golden Sands Resource Conservation & Development Council, Inc.**  
**Personnel/Finance Committee Meeting Minutes**  
**May 20th, 2021**  
**Online via Zoom**

**Attendees:** Gary Beastrom (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). Excused: Gerry Zastrow (Portage); Reesa Evans (Member-at-Large); Diane Hanson (Marathon). Bill Clendenning was also present. Absent: Shane Wucherpfennig (Wood).

**CALL TO ORDER:** Hernandez called the meeting to order at 9:02 a.m.

**APPROVAL OF MINUTES:** Motion made by Walker, seconded by Beastrom, to pass the minutes from the March 2021 meeting. Motion carried unanimously.

**Into Closed Session:** 9:07 a.m.

**Out of Closed Session:** 9:25 a.m.

**TREASURER'S REPORT:** Hilgart discussed the most recent treasurer's report. She mentioned that the last two months of credit card reconciliation reports have shown approximately \$5,000 in charges. Expect next month to be much higher, due to large tree shelter orders and field season expenses. The report shows the transfer of 2020 overhead profits to the contingency account, which was approved at the previous meeting. The Endowment report shows an increase of nearly \$600 this quarter. Hilgart also reported that after our bank's merger, new management wants us to change our line of credit account to a new account type that requires a shorter term with higher fees. Denise will be continuing negotiations with them, as well as looking for alternate options. Motion made by Walker, seconded by Beastrom, to forward to the full council. Motion carried unanimously.

**FINANCIAL PROCEDURES:**

**2021 1st Quarter Endowment Fund:** Discussed during treasurer's report.

**Request Pay Increase for Select Staff:** Discussed in closed session.

**STAFF AND MEMBERSHIP:**

**Staff Positions** All positions are now filled. Two new coemployment staff positions are filled for NRCS offices - Kyle Kettner (Westfield office) and Sam Welch (Medford office).

**Voluntary Membership Dues:** Still waiting for due payments from a Corporate member (WI Farmers Union) and three County members (Adams, Monroe, and Columbia). Staff will follow up.

**COUNCIL PURCHASES:** No new items.

**PERSONNEL POLICY & PROCEDURES HANDBOOK**

**Handbook Revision:** The handbook has been updated to include 13 counties instead of 12. Golden Sands RC&D staff are required to provide a copy of their Drivers License and proof of insurance for the use of personal vehicles or fleet vehicles for work purposes.

**Document Retention Policy:** Butkiewicz is working on a draft. Clendenning will provide Butkiewicz with a contact for legal questions.

**Conflict of Interest Policy:** Butkiewicz reported that a couple of council members still need to turn in a signed conflict of interest statement.

**Covid-19 Policy:** Butkiewicz reported that this has been updated again for the safety of all employees and customers.

**Personnel Flow Chart:** The name of the Personnel Flow Chart was causing some confusion, because it was interpreted as a communications flow chart instead of a chain of command chart. The committee suggested changing the chart title to Organizational Chart. Butkiewicz is working on a Communications Flow Chart to help staff members know who to take various items to.

### **COMMUNICATION/MARKETING**

**2020 Highlights Annual Report:** Virtual this year. Burzynski reported she shared the draft webpage with Butkiewicz for review and approval. Once approved, it will be posted to the website and Facebook page.

**Newsletter:** Thorstenson reported another eNewsletter went out in May.

### **OTHER BUSINESS:**

**State Association of RC&D Council Meeting:** The next meeting will be in person at the Matsche Center, in Birnamwood, on May 27th. The president resigned, so the group will elect a new president at this meeting.

**Council Meeting Refreshments:** Butkiewicz reported it takes too much staff time to rotate the cost of refreshments between counties. Now that there are sufficient overhead dollars to cover refreshments, staff could simply purchase using Golden Sands RC&D funds. Approved by consensus.

**Council Meeting Project Approval Process:** Butkiewicz proposed that small new projects (<\$5,000) could move forward with the Executive Director's approval only and without formal adoption by the Council. This would streamline administrative processes. Walker volunteered to discuss this item further with Butkiewicz.

**Group Benefits Update:** Hartford Insurance is more competitive than Anthem for Life, Disability, and AD&D insurance benefits.

**ADJOURNMENT:** The meeting was adjourned at 10:02 a.m. upon a motion made by Barden, seconded by Walker.

Respectfully submitted,

Amy Thorstenson  
Temporary Recording Secretary