

ST. JOSEPH COUNTY CONSERVATION DISTRICT BOARD MINUTES
FOR THE MONTH OF APRIL 2011

Tom Springer, President, called the meeting to order at 4:47 PM on April 12, 2011.

MEMBERS PRESENT: Tom Springer, Carol Higgins, Henry Miller, Eddie Mackay, and Stephen Mock.

OTHERS PRESENT: Amy DeShon, John Graham, Josh Crandall, Rebecca Shank, John Nelson, Don Eaton, and Dave Sadewasser

ADDITIONS/DELETIONS TO THE AGENDA: Tom Springer requested that the agenda be adjusted to include discussion of Personnel Issues and that other items be inverted so that the meeting could adjourn early.

MINUTES: Carol Higgins motioned and Eddie Mackay seconded to approve the minutes of the February board meeting. Motion passed unanimously.

APPROVED: Thomas M. Springer DATE: 5/12/11

TREASURER'S REPORT: Henry Miller motioned and Carol Higgins seconded to approve the Treasurer's Report as presented. Discussion ensued. Motion passed unanimously.

PERSONNEL ISSUE: Discussion ensued. Carol Higgins motioned and Henry Miller seconded to accept John Graham's resignation with regrets. Motion passed unanimously. Henry Miller motioned and Stephen Mock seconded to place in Amy DeShon's permanent file a copy of Carol Higgin's version of Amy's Employee Review performed in closed session, January 11, 2011. Motion passed unanimously. Don Eaton reviewed the form under discussion and expressed that the form does not articulate the specific goals and measurable results that an employee needs in order to perform to expectation. He would like to provide the board with one that Edward Jones uses as an example of a better evaluation form. The Board graciously accepted. Don will send it to Amy to distribute after she has edited out some information related to the stock exchange, etc.

FRONTIER COMMUNICATION'S BILL: Carol Higgins motioned and Stephen Mock seconded to suspend the foreign listings. Motion carried unanimously. Carol Higgins motioned and Eddie Mackay seconded to write Frontier Communications a letter informing them that the Conservation District is not responsible for this bill and does not intend to pay this bill since we had not received bills in a timely manner. Motion carried unanimously.

BANK & CREDIT CARD RECONCILIATIONS: Carol Higgins motioned and Henry Miller seconded to hire Norman & Paulsen to perform quarterly bank & credit card reconciliations. Discussion ensued. Motion carried unanimously.

RIVER CLEANUP TEE SHIRTS: Carol Higgins motioned and Stephen Mock seconded to purchase 195 tee shirts from Kalamazoo Sportswear. Discussion ensued. All tee shirts will sell for \$11.00

(including tax), except for the XXL tee which will cost \$12.00 (including tax). Motion carried unanimously.

NACD POSTER CONTEST: Stephen Mock motioned and Eddie Mackay seconded to participate in the NACD poster contest with the children from the 5th Grade Conservation Days. Winners will be recognized at the Annual Meeting and be given a river cleanup tee shirt. Motion carried unanimously.

NRCS PARITY REVIEW & CD'S ANSWERS: Carol Higgins motioned and Eddie Mackay seconded to have Amy's answers filed in NRCS's files in case they are needed during a national civil rights review. Motion carried unanimously.

POTAWATOMI RC&D GLRI GRANT: Carol Higgins motioned and Eddie Mackay seconded to participate in the GLRI grant application being written by the Potawatomi RC&D. Motion carried unanimously.

ADJOURN: Carol Higgins motioned and Eddie Mackay seconded to adjourn the meeting at 6:42 PM. Motion carried unanimously.

Respectfully submitted (with edits made as requested at the 5/10/11 Board meeting),
Amy DeShon 5/12/11