**Coles County SWCD
Board Meeting Minutes
June 13, 2023**

The June board meeting of the Coles County SWCD was held on Tuesday, June 13th, 2023, at the USDA Service Center in Charleston.

**Directors Present:**Bill Janes, Todd Easton, Justin Thomas, and J.C. Doty

**Associate Directors:**None

**SWCD Staff:**Lauren Spaniol

**Guests:**None

**Agenda:**Janes called the meeting to order at 7:32am. The agenda was reviewed. Spaniol suggested adding reviewing the Annual Plan of Work to the “No Action Required” section to get a head-start on it and removing the Prevailing Wage Act from the “Requires Action” section as it is no longer required for the district. Easton made a motion to approve the agenda as amended. Thomas seconded the motion. The motion carried.

**Minutes:**Minutes from the May meeting were reviewed. Thomas made a motion to approve the minutes. Easton seconded the motion. The motion carried.

**Timesheets:**Employee timesheets were reviewed.

**Travel Reports:**Employee travel reports were reviewed. Easton made a motion to approve the travel report. Doty seconded the motion. The motion carried.

**Financial Reports:**May financial reports were reviewed. Thomas made a motion to approve the financial report. Easton seconded the motion. The motion carried.

**Correspondence:**None

**Business:**

**No Action Required:**The AISWCD Annual Summer Conference was discussed. Easton, Doty, and Spaniol all still plan to attend, and registrations and hotel reservations will be submitted soon.

Employee evaluations are coming up. Janes and Easton will form a committee to begin the review.

The Annual Plan of Work is due in September. To prepare for an upcoming review of the plans, board members were provided a copy of the current plan and a copy of the “Performance Measures” and “Performance Standards” from the IDOA Grant Agreement.

**Action Required:**AC/EC Terina Coffey has resigned, with her last full day being June 9th, 2023. Easton made a motion to advertise the open position with an application deadline of July 7th. Thomas seconded the motion. Janes and Easton will review resumes as they come in and attempt to conduct interviews before the next scheduled board meeting on July 11th.

**Staff Reports:**Lauren Spaniol’s report is attached.

Terina Coffey’s letter of resignation is attached in lieu of a report.

**Open Discussion:**The AISWCD annual dues invoice was received the day prior to this meeting and will be added to the meeting agenda for July.

**Upcoming Events:**“Build Your Own Vermicompost Bin,” June 23rd at Charleston Carnegie Public Library

“Pollinator Habitat Field Day,” June 30th at Ashmore Community Center

**Closed Session:**None

**Closing:**Easton made a motion to adjourn the meeting. Thomas seconded the motion. The meeting adjourned at 8:40AM.

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Bill Janes, Chairman