**Coles County SWCD
Board Meeting Minutes
July 11, 2023**

The July board meeting of the Coles County SWCD was held on Tuesday, July 11th, 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 7:35am. The agenda was reviewed. Thomas made a motion to approve the agenda. Doty seconded the motion. The motion carried.

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

**Financial Reports:**June financial reports were reviewed. Thomas made a motion to approve the financial report. Doty 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 have been made. A copy of the conference agenda was provided to everyone planning to attend.

The Annual Plan of Work is due in September. Spaniol reminded the board members to review the copy of the APW provided at the July meeting to prepare for an upcoming review of the document.

**Action Required:**An invoice of the AISWCD Annual Dues was received last month. The FY23 Membership Contribution (5% of the total operations funding level) is $4097.93. The AISWCD Foundation is also requesting a $100 donation toward their mission. Easton made a motion to pay the AISWCD Annual Dues in full and to make a $100 donation to the AISWCD Foundation. Doty seconded the motion. The motion carried.

The Coles County Board Budget Request for was received last month. A table of historic funding levels was reviewed, and the funding was significantly higher in the past. Easton made a motion to request $20,500, which was the funding level received in 2001. Thomas seconded the motion. The motion carried. The table of historic funding levels and the district’s 2022 Annual Report will be included with the request.

The opening for the vacant Administrative Coordinator position was posted after the July meeting and resumes were accepted until July 7, 2023. A total of 10 candidates applied for the position. A rubric to assess qualifications was utilized, and the top 4 candidates were interviewed by Janes and Easton on July 10, 2023. A copy of the resumes for the top 4 candidates along with the scoring rubrics used to assess the candidates during the interviews were provided to the board members in attendance for review. Easton made a motion to offer the position to the highest scoring candidate, at a salary of $32,000/year plus standard benefits outlined in the Personnel Policies. Thomas seconded the motion. The motion carried.

An annual Employee Evaluation was conducted by Janes and Easton for Spaniol. It was done earlier than required so that going forward, Evaluation dates will align with the fiscal year. A copy of the evaluation form was provided to the board members in attendance for review. Thomas made a motion to accept the Employee Evaluation, and to award a salary increase in the amount of $8,016 to Spaniol. Doty seconded the motion. The motion carried.

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

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

**Open Discussion:**None

**Upcoming Events:**“Pollinator Habitat Field Day” at Ashmore Community Center, rescheduled date TBA
Pond Management Seminar at Lincoln Log Cabin State Historic Site, August 30th at 5PM

**Closing:**Easton made a motion to adjourn the meeting. Thomas seconded the motion. The meeting adjourned at 9:00AM.

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Bill Janes, Chairman