



St, Joseph County Conservation District
693 E. Main Street
October 18, 2023
Centreville, MI 49032
(269)467-6336 x5

October 18, 2023, Board Minutes

6:10 pm Call to order by Howard Avildsen

Directors Present:

Howard Avildsen, Board chair
Todd Hironimus, vice chair
Dan Blasius
Chad Clark, Treasurer
Carol Higgins

Introductions/Visitors: none

Staff Present

Shaun Grace

Additions or Deletions to agenda: none Higgins motioned to accept the board agenda as presented, Clark second. Motion passed.

Public Comment: None

Approval of September board meeting. Higgins motioned to accept May minutes Blasius second. Motion passed.

Treasurer Report:

Clark motioned to accept the financial reports to be placed on fine. Blasius second. Motion Passed.

Correspondence Reports:

Administrator: spoken/written Fair and other

MAEAP: none

NRCS: none.

CISMA: S. Grace explained his busy month with Road Commission and other county entities. He also was excited to be invited to a special invasive species beech leaf disease conference. We will be writing a part of the new Invasive Grant to include the Beech Leaf survey at the Lost Nation DNR site.

MDARD: written.

CTAI: written.

Chad Clark: Chad presented to the District board and staff about raises, wages, grants allowances and other financial topics.

This may have been covered in the new business area, however, it is written here. After much discussion about finances, Clark made a motion to provide \$225 per pay period to the three full time staff members, including Shaun Grace, Kaitlin Renehan and Ashley Waltke. Higgins second. Motion passed.

C.Grace will be rewriting the staff work agreements to be presented to the staff by Avildsen and Hironimus.

Old Business:

- **Conflict of interest:**
- **MACD Dues:** Higgins proposed to pay 1200.00 and after discussion Blasius motioned to pay the full \$1300.00 amount for District dues. Higgins second. Motion passed.
- **Insurance:** Grace was happy to be able to share the news with the staff about the support of the board for their health insurance.
- **Raises and Work Agreements:** After board discussion, due to grant constraints and insurance coverage, CTAI and Invasive Coordinator will remain at their current pay rates. With other discussion, Grace not taking insurance paid thru the District, was awarded a \$2.00 raise bringing the hourly rate to \$30.00. to be begin at next pay period. Clark motioned for the pay rate explanation, Higgins second and motion passed.

New Business:

- **Insurance Costs.** Grace will provide a explanation on the work agreements to explain the cost of Insurance.
- **Board Meeting change:** A short discussion was had about moving the time and dates of the board meeting. However, the only change at the time is moving board meeting to November 29, 2023. Avildsen requested Grace to review the year, and bring changes, if needed to be made to the next board meeting.

PA116: Warren Link

Adjournment: Clark motioned to adjourn at 8:25 pm Hironimus second. Motion passed.

Next Meeting: November 29, 2023 at 6pm at the St. Joseph County Conservation District Offices.

Board Chair Signature: _____



Date Nov 29/2023