

**Minutes Of The Wayne County Soil & Water
Conservation District Board Of Directors**

**Special Meeting – November 6, 2015
SWCD Office, Lyons, NY, 14489**

Directors:

Bob VanLare
Steve Olson
Mark Humbert
Bill Hammond
Steve LeRoy

Absent:

Staff:

Lindsey Gerstenslager
Cathy Comfort

Guests:

Pat VanLare

Call to order by Board Chair B. Hammond 9:31 am

Orders of the Day –

A MOTION to suspend the orders of the day was called by S. Olson seconded by S. LeRoy. Carried

New Business

- Staff Coverage for C. Comfort – Discussion
 - It was decided that Board Chairman/Treasurer B. Hammond will review the payroll and invoicing as a double check with District Manager L. Gerstenslager as she will be covering the financial aspects of the District while C. Comfort is on medical leave.
 - Financial Reporting will be reviewed by the entire board of directors as follows:
 - November semi-monthly and financial statements will be reviewed in December and Decembers will be reviewed in January
 - Office Coverage – The Board has elected to offer continued time with the District to Drew Starkey to help cover the office. And if D. Starkey is unavailable to offer to M. Appleby, Conservation PR Specialist.
- Staff Performance Reviews – Discussion of the change of the timeline would occur because of the demands on the staff. Reviews will be conducted by the Personnel Committee, B. VanLare and S. LeRoy on Thursday, December 3, 2015 from 9:00-11:00.
- Board Appointments and Reappointment process for the District Board of Directors
 - It was discussed with needs for possibly two legislative representatives for the Board with B. Hammond retiring and S. LeRoy possibly Chairing Public Safety committee again for 2016 that the preferred candidates needs to be discussed with for a recommendation to the Public Works Committee by November 25, 2016. For the December 2nd Meeting.
- Conservation Field Program Manager: Process was discussed.

Executive Session

A MOTION to enter into executive session to discuss personnel was made by B. Hammond seconded by S. LeRoy. Carried.

A MOTION to return from executive session was made by B. VanLare seconded by M. Humbert. Carried.

Other Business

None

Next Board Meeting is scheduled for November 18, 2015, at 8 am at the SWCD Conference Room.

A MOTION was made to adjourn at 10:55am by M. Humbert seconded by S. Olson; carried.