

**Minutes of the Wayne County Soil & Water
Conservation District Board of Directors—Executive Board**

Special Meeting – March 20, 2020, 2:47 p.m.

**Via conference call and District Office,
7312 Route 31, Lyons NY 14489**

Directors:

Lynn Chatfield
Mark Humbert
Steve Olson

Staff:

Bethany Comella
Lindsey Gerstenslager
Ron Thorn

Special Meeting

- I. Call to order at 2:47 p.m.
- II. L. Gerstenslager shared the information on the executive order (EO) from Governor Cuomo ordering all nonessential businesses to keep their workers home from Friday, March 20, 2020 at 10:30am, in response to COVID-19. This was a directive that came down by Press Conference and was confirmed by the State Department of Ag and Markets, Land and Water Resources Assistant Director, Brian Steinmuller at 1:46 pm via email.
 - A. The EO goes into effect on Sunday, March 22, 2020 at 8:00 pm.
 - B. She believe there were two options in order to comply with the order:
 - i. 2 weeks off, with regular payroll – She explained the District has enough funding in the general savings for 1 full payroll and enough funds already earned for District's general business expenses of 3 month. This would include special projects, part C and compensatory savings.
 - ii. Teleworking – It is possible to try and make something work as 6 of the 8 employees had planned to work from home temporarily on Monday. With this new EO it would be difficult as 2 of the employees do not have the internet capabilities and Secretary/Treasurers job is not functional outside of the office due to Payroll, and financial compliance. The only two who can remote in at this point are Drew and Lindsey due to the IT restrictions at this time.
 - C. She asked the executive board for guidance?
- III. Thoughts from the Executive Board:
 - A. M. Humbert concern was that all employees had email access, and if they could be asked to keep up on emails to make sure nobody is missing anything.
 - B. L. Chatfield commented that he was in support of option 1 to give time for concern and to flatten the exposure.

- C. S. Olson suggested that when the immediate concern was over to address a plan to equip each employee the write equipment to remotely operate. L. Gerstenslager assured him the Board would have the capability to complete this and currently the District Equipment line maintains enough funds for those purchases.
 - D. M. Humbert believed we needed to revisit in a week and a half and asked L. Gerstenslager to set this up and continue updates to the Board.
 - E. B. Comella offered to come in and complete regular payroll functions and to manage finances here while L. Gerstenslager is remote.
- IV. **A MOTION** was made by L. Chatfield to close for two weeks, with pay, reassessing the situation on April 1st; seconded by S. Olson; motion carried.

NEXT MEETING: Wednesday, April 1st @ 9:00 a.m., via conference call with call information and agenda to be sent out by L. Gerstenslager later next week.