OTTAWA CONSERVATION DISTRICT

Your Land, Your Water, Your Michigan

Minutes
Regular Meeting, Hemlock Crossing Nature Center, West Olive MI
4:30 PM, Tuesday June 14th, 2022

CALL TO ORDER 4:33 PM

REVIEW AND APPROVAL OF MINUTES

- **Motion to approve:** Callie Melton **Second:** Tim Van Dyke **Vote:** Passes

PUBLIC COMMENT

- No public comment

STAFF AND PARTNERING AGENCY REPORTS

Megan Boos, Executive Director- Report
Lexie Kasper, Administrative Specialist – Report
Keely Dunham-Adkins- WM CISMA Coordinator- Report
Natalie Bekins- Invasive Species Project Coordinator - Report
Caryn Dawson- MAEAP Technician - Report
Forest Pest Technicians-Report - Report
Ben Jordan, Conservation Technician- Report
Sarah Bowman, Watershed Technician-Report
Alex Svoboda, RCPP Project Manager-Report
Kyle Hildebrandt, Soil Conservation Technician-Report
Ben Savoie, Forester-Report
MDARD-Report

Annual Celebration

NEW BUSINESS

- **Human Resources:**
  - Produce Safety Technician & Program (Vote)
  - Megan gives an overview of the position description. Doug has questions on how this will financially benefit the district and the costs we will have. Megan explains the advantageous overhead we will receive and that it is non-competitive. Rivka feels positive about having this position moved to our office. The board discusses how this will be a smaller region for the technician and how we will accommodate the job's travel.
    - **Motion to accept the program:** Doug Grotenrath **Second:** Rivka Hodgkinson **Vote:** Passes
  - Parental Policy (Vote)
  - The board discusses whether every employee will be given the same amount of leave time, even when the employee getting leave is not the parent giving birth. The board discusses whether every grant will allow for this much leave and if the district will be obligated to pay it even if the grant will not. Megan makes it clear that the verbiage in the policy states that this leave is dependent on grant eligibility. The board discusses how the broad verbiage would affect different family situations, and whether that is positive or negative.

        - **Motion to approve the policy:** Rivka Hodgkinson **Second:** Callie Melton **Vote:** Aye - Rivka Hodgkinson, Callie Melton Opposed- Tim Van Dyke, Abstained- Matt Hehl, Doug Grotenrath **Vote passes.**

- **Financial:**
    - **Financial:** Megan Boos
        - July bank reconciliations and bill payment**:** *See the financial packet for our profit & loss, balance sheet, and account reconciliations. (Vote)*
        - Megan gives an overview of the financial packet and what finances will be coming up in future meetings. The board discusses the new vehicle payments as well as the trucks that will be sold.
        - **Motion to pay the bills:** Callie Melton **Second:** Rivka Hodgkinson **Vote:** Passes

- **Grants** Megan Boos
    - **Pending:**
        - Bass River Deer Creek (BRDC) Restoration Project Phase 4- **Not funded**
        - Midwest Cover Crop Initiative, National Fish and Wildlife Foundation (NFWF)- **Not funded**
        - Sustain our Great Lakes Grant (SOGL) for invasive species management
    - **Preparing:** America the Beautiful: HWA
    - **Executing: None Currently**

CORRESPONDENCE: N/A
PA 116: N/A
ADJOURN – Time: 5:02
Motion to adjourn: Tim Van Dyke **Second:** Doug Grotenrath **Vote:** Passes
Next meeting: July 12th, 2022

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Board Chairman
Signature