

Southern Conservation District
Special Meeting Minutes
April 19, 2019

The Southern Conservation District held a special meeting on April 19, 2019 at the SCD office, 463 Ragland Road, Beckley, WV. Virgel Caldwell called the meeting to order at 10:00 a.m. Dennis Bailey led the board in the Pledge of Allegiance. Randall Patton opened the meeting in prayer.

Supervisors Present

Virgel Caldwell	Dvon Duncan
Randall Patton	Randy Prince
Oscar Vecellio	Curtis Murphy
Dennis Bailey	John Farrell, via video

Others Present

Becky Floyd, WVCA	Dave Parkulo, SCD
-------------------	-------------------

Virgel Caldwell stated the purpose of the meeting is to discuss a few concerns that have come up related to the district crew operations and feels the concerns need to be addressed by the board to Dave Parkulo, as the SCD Crew Technician/Supervisor.

Virgel stated the finance committee became aware while signing off on invoices and checks that Dave Parkulo attended the March 7-9 Grazing Land Conference in Morgantown and all expenses for the trip were charged to the district credit card in addition to taking the district truck to the conference. Virgel stated he feels this should have been pre-approved by the board and feels the conference was not beneficial to the crew work. Randall Patton stated he spoke with Dave about this matter after Virgel addressed him of his concerns and that Dave has offered to reimburse the district. Dave Parkulo stated he will reimburse the district for the expenses if that is what the board decides but that he disagrees with the statement that the conference was not beneficial to him for crew related work and that he was encouraged to attend the conference in 2017 as a district employee. Dvon Duncan questioned if the board should move into Executive Session? Board members and Dave agreed to continue in an open meeting.

Virgel reported the employee raise increases, approved at the April 11, 2019 board meeting were presented to Mike Akers and Associates on Friday following the board meeting and the payroll included the raise increases being paid retroactive as of the first of April. Virgel stated he feels the payroll raises should not have started until April 11, day of approval or beginning with the next pay period. Dave stated when he took the pay increases to the bookkeeper they agreed to begin the increases at the beginning of the first April pay period for simpler bookkeeping records. Dennis Bailey stated the board motions on pay increases did not state when the increases would be effective therefore he feels this was an oversight by the board. Randy stated if the increases were not approved until April 11 then they cannot be retroactive. Randall stated he feels the bookkeeper could correct the payments if the board decides to make the corrections. Randall stated he has concerns with the pay increases being made retroactive since retroactive payments are not allowed on state programs. Randall Patton moved to take the necessary deductions from the next payroll period to correct the pay increases made to the district employees. Dennis Bailey seconded. A lengthy discussion followed with Dvon stating concerns if the payroll increase is not corrected it will be a finding in the next audit. Randall Patton rescinded his motion. Dennis Bailey rescinded his second to the motion. Randall will send an email to Jeremy Salyer,

Southern Conservation District

Special Meeting Minutes

April 19, 2019

WVCA and Rod Lowe with Lowe and Associates to ask for advice on the payroll increase and how to correct the mistake. Becky was asked to place this on the May board meeting agenda for board follow up and action.

Virgel discussed the need for more daily supervision of the crew employees that are on site due to several complaints being made on the daily operation and supervision of the crew. He feels Dave, as SCD Crew Technician/Supervisor should be on the job site more that in the office to be sure work is being done in a timely manner. Virgel discussed stopping at a site and crew employees using weed eaters to cut down trees instead of using a chainsaw. Virgel has discussed this with Randall and Dave and advised Dave to be on job sites at least three days a week. Oscar suggested Dave use the shop office when the crew is in the shop to be sure work is done in a timely manner. Randall stated he has discussed this with Dave but due to the large amount of estimates due to the WVCA because of the April 3 teleconference Dave has had to be in the office preparing the estimates.

Randall discussed the operation account and the increase in the account balance since the district voted in June of 2018 to break out the operation account from the building funds. He is pleased with bottom-line of the operation account. Dave stated he is doing the best he can and cannot be two places at one time. Dave stated in order to complete the work on invoicing and estimates in addition to making all district purchases for events such as workshops and field days such as the upcoming WVACD/SCD picnic time is required in the office. Dave stated he will address work issues with the crew and will assign Joey Badtke the onsite job crew foreman when he is unable to be on the site. The group questioned if another person needs to be hired to assist with paper work or to be the onsite crew foreman. Dave stated once Joey knows what is expected of him he will step up to the role.

Dave discussed the workload and the estimates being provided to the WVCA for outside the district. Dave stated the district may need to turn down some of the work in districts further away.

Virgel stated the district policy states district vehicles should be parked at the district office after hours and are not to be taken home and that this includes the district truck Dave drives each day.

Virgel discussed the district policy and stated Dave does not have the authority on his own to hire part time employees. The district equipment committee chair and chairman should be present when hiring decisions are made and all decisions must be reported to the district board at the next board meeting. Randall stated he was not aware of this but can be present in the future and if not, he will ask Virgel to be present to assist with the hiring.

Randall Patton moved the meeting be adjourned. Curtis Murphy seconded. Motion carried. The meeting adjourned at 11:03.

Respectfully submitted

Virgel Caldwell
Chairman

Dvon Duncan
Secretary