Personnel/Finance Committee Meeting
Monday, May 13th, 2024 at 5:00pm
USDA Service Center, Yorkville

Present: Kerri Horton, Scott Kaufmann, Deanna Bazan, Nicole Schneider (AC), Alyse Olson (RC), Ariel Beauchamp (EC - joined through phone call at 5:20pm)

5:03pm: **Call to Order**
Meeting was called to order by Kerri Horton.
Horton called for additions to the agenda. There were none.

5:04pm: **Discussion Items**
1. Kendall County SWCD Draft FY25 Budget
    - Bazan asked for any additions or changes to the draft FY25 Budget since the last meeting. The staff began to state the changes as follows:
    - Olson, noted the AISWCD dues for the first round of funds received was paid – 10% of $69,958.76.
    - Schneider stated the Directors' insurance was paid this week and will be reflected on the budget once processed.
    - Schneider noted the KCSWCD received a memorandum from IDOA – KCSWCD FY24 Final Grant Award Allocation totaling $81,010.31. Once we receive the second batch of funding. > Schneider emphasized there may be more dues to be paid to AISWCD to reflect 10% of entire funding.
    - Schneider noted an increase direct deposit expenses and increased the line item from $215 to $300. The Board supported questioned the increase, Schneider explained the calculations per pay period for the year would be about $285 and adding a buffer. The Board supported the changes.
    - Schneider mentioned an overall decrease of 45% in the health insurance, resulting in line items 811, 807 and 808 to be affected by this (District Health Insurance Contribution). All Board members in the meeting, Horton, Kaufmann and Bazan questioned this significant decrease in Health Insurance. After discussion, the Board of Directors agreed to add a $500 buffer to each line to ensure changes are accurate.
    - Schneider requested that the AC laptop adopt the Adobe subscription – $20/month and/or $240/year. Board requested we create a line item

specifically for office software to include Adobe and Zoom. New line item will be 827.3 Office Software.

- Beauchamp, EC, requested an increase in line item 853.5 Education: Internship from $2800 to $4860. She explained that she would like to move in the direction of having a presenter for the position. Her calculations included substitutes daily rate is $135 and we would need the position for 36 weeks, 135 x 36 = $4860. Directors discussed potentially hiring an intern that is not necessarily in school. The requested amount of $4860 for 853.5 was supported by the Board adding this to the budget.
- Board requested the staff leave the meeting to discuss pay raises.
- Board welcomed the staff back into the room with a 5% increase in salary for FY25. Employee salary line items, 4% bonus, retirement, FICA, Medicare, and Unemployment will be adjusted to reflect these changes.
- Discussion transitioned into updating the Personnel Policy to reflect updated laws in IL.

5:53pm: 2. Kendall County SWCD Personnel Policy

- Bazan asked if updates are needed in the Kendall County SWCD Personnel Policy to align with the IL Paid Leave for All Workers Act. Olson confirmed our policy has very few updates needing to be addressed.
- Olson stated our 6-month probation period does not align with this law and this will need to be reviewed and updated. Olson went on to stating no other update noted.
- Kaufmann asked if there was a way we are tracking this, Beauchamp confirmed the staff timesheets have a space to record the paid time off.
- Olson passed out a document from a webinar she took at the beginning of 2024 that explains when employees can use paid leave and if the paid leave carries over.
- The team is moving forward with frontloading the PTO at the beginning of the contract year.
- The staff will meet to look over the PTO and policy together to ensure all aligns with the new IL Act and propose new Personnel Policy Updates at next meeting.

6:02pm: **Adjournment:** Motion to adjourn by Deanna Bazan, 2nd by Scott Kaufmann, – Motion Carried.

The meeting was adjourned at 6:05pm.

Minutes submitted by: Nicole Schneider