

Jefferson County Farmland Protection Board

Board Meeting – March 21, 2022.

MEETING MINUTES

Start:

- 6:03 PM. Meeting held via Zoom and Conference Call.
- Meeting called to Order and Opening Remarks by Mr. Glenn
 - Mr. Glenn welcomed the newly appointed JC Administrator, Mr. John Nissel, to the board meeting and looked forward to a good and productive working relationship with the him and the JCFPB
 - Mr. Glenn also expressed his appreciation to Mr. Jarvis for attending the meetings and for his positive contributions to the board's activities.
- Board Attendees – Ms. Wheeler, (Executive Director), Mr. Glenn, Dr. Hetzel, Mr. Perry, Mr. Kercheval, , Mr. Jarvis (JCDA Representative), Ms. Tabb (JCC Representative).
- Absent – Ms. Johnson.

Approval of Minutes of Previous Meeting:

- Reviewed Meeting Minutes from February, 2022.
 - Mr. Jarvis moved to approve the Minutes.
 - Mr. Glenn seconded the motion.
 - The Minutes were approved by unanimous consent.

Introduction of Guests:

- Mr. Nissel (JC Administrator)

Treasurer's Report ;

- Consider for approval the February 2022 Treasurer's Report.
 - Mr. Glenn moved to approve the report.
 - Mr. Jarvis seconded the motion.
 - The motion was passed unanimously.

Administrator's Report:

- There were no additions to the written report.

New Business:

1. Consider for approval: Personnel compensation – possible Executive Session. WV Code § 6-9A*

- Mr. Glenn proposed that the board move to Executive Session to discuss the personnel compensation issue.
- Mr. Jarvis seconded the motion.
- The motion was approved by unanimous consent.

After discussion of the issue;

- Mr. Jarvis proposed the board move back into regular session.
- Mr. Glenn seconded the motion.
- The motion was approved by unanimous consent.

- Mr. Perry, with input from other board members proposed the following motion:

*The JCFPB to increase the salary of the Executive Director, Ms. Wheeler by 7.5% above her current salary, effective from her last performance review on **September 21, 2021**. Ms. Wheeler's hire date was February 11, 2011. The increase is due to Ms. Wheeler's promotion from a County Grade 4 employee to a County Grade 7 employee.*

Staff of the JCFPB to receive the same cost of living adjustment as other other County's employees and at the same time.

Annual performance reviews and salary increases for the staff of the JCFPB will be carried out and determined by the JCFPB, with input from the County Administrator and with consideration of the county's compensation marker for the specific year. The JCFPB's timetable for these activities will match the County's.

- Mr. Glenn seconded the motion.
- The motion was approved by unanimous consent.

Public Comment:

- There were no public comments.

Closing Remarks:

- Mr. Glenn thanked all board members for the professional and cooperative way in which the compensation issue was discussed and decided.
- Mr. Glenn expressed appreciation that the County's Human Resources department will be responsible JCFPB staff issues, excluding performance and salary decisions, in accordance with its policies and procedures.

Adjourn: 7.35 PM;

The Jefferson County Farmland Protection Board reserves the right to re-arrange items on the agenda if necessary to accommodate time constraints of the public or the Board.