

MINUTES OF GARRETT SOIL CONSERVATION DISTRICT
SPECIAL SUPERVISORS' MEETING

December 29, 2021

This meeting was called in order to discuss the position description/advertising/filling of the vacated District Administrative Assistant Position. The meeting was called to order at 7:10 p.m. by Chairman Smokey Stanton. Other supervisors present were Kris Enlow, Bill Buckel and Cameron Crawford; Katharine Dubansky was present via telephone.

Chad Bucklew and Roger Kitzmiller were also present in-person.

Cameron presented information regarding outsourcing the District's financials and accounting (i.e. paying bills and payroll taxes, completing W-2 Forms for Board Members, etc.) to Boal and Associates. Cost for these services is \$500 per month (\$6000 per year). The Board voted to enlist Boal and Associates with a Letter of Engagement - Cameron/Kris (motion/second), vote: unanimous.

For pay periods 12/06/21 through 12/17/21 and 12/20/21 through 12/31/21, the Board voted to pay Carrie Colebank for 28 hours (time actually worked) and to deny payment for 52 hours of sick leave – Bill/Cameron (motion/second), vote: unanimous. Boal and Associates will calculate the final amount for the check and the check will be mailed to Carrie Colebank at the address on the Termination Letter – Cameron/Bill (motion/second), vote: unanimous.

Discussion took place regarding going into executive session – no motion was made.

The Board had Carrie Colebank's timesheets on hand for the above referenced pay periods. The time sheets were approved by Roger on December 22, 2021.

Smokey asked Roger by what authority he approved the timesheets - Roger responded that he has been reviewing and approving Carrie's timesheets for the past two- and one-half years. As of December 21st (the date of the last entry on the timesheet) as far as Roger knew, Carrie was still employed by the District.

Smokey asked Roger how he justified approving the sick leave on the timesheets – Roger responded that there is not a written policy restricting how sick leave can be used. As far as Roger knows (before and since his tenure as District Manager), personal, sick and annual leave has been granted interchangeably. Proof of sickness (i.e. Doctor Slips) has not been required.

Smokey explained to the Board that the Board has fiduciary responsibility for the District. He then held the time sheets up to the Board and stated: "this is fraud". Smokey went on to inform the Board that as District Board Members, they were immune from lawsuits and they could not be sued as a result of the timesheets.

Smokey announced that he would complete the Position Description and send it out. He also said he would complete the advertisement for the newspaper.

The meeting adjourned at 9:12 PM.