

Jake Replies:

Jake phoned the office on September 28, 2011 at 1:35 p.m. to report that the agenda and all reports looked acceptable. He would like to have a set of rules put together before the October meeting that would outline what could and could not be voted on and/or discussed during an email meeting.

Susan Replies:

Reports look fine. See you in Oct?

Matt Replies:

No reply sent

Craig Replies:

Reports look fine. Thanks.

Liz Replies:

I know it is still early – but have you gotten any updates on the laptop computer that Jamie needs for traveling from office to office?

All other reports look good.

LIZ

Karen's Replies:

Through the CREP grant the district will be able to purchase laptop with docking station and monitor. Each of the directors has replied that they are in favor of expanding the duties of the CREP Coordinator. Below is the original email that was sent to the directors as well as the responses:

Hello everyone,

I have spoke with Terre Zeigler, CREP Coordinator in Springfield, and this is what is being proposed as of right now and after giving this information to Jake he would like to have the board respond with a yes or no vote to proceed with this. Jake responded that if Jamie if fine with it then he has no problem with her going full-time and traveling to other counties. It will be an opportunity for us to bring in some admin fees and benefit an employee.

Jamie has been offered the opportunity to go full-time. She will be working Moultrie County and whatever surrounding counties may need her assistance. Probably 6 to 8 counties total will be on her list of counties to work with, when she is asked. She has already agreed to go to Moultrie starting 9-23-11 to assist them with their workload, at this point they have about 30 contract that has been approved on the state side and are waiting for someone to discuss the federal part with them and that is what Jamie will be doing.

As far as what the benefits are:

1. She will receive paid holidays, long-term insurance and life insurance at no charge to anyone.
2. Short-term insurance is a must for the district to take out on any employee so the district will have to pay this and it should be approx. \$500 a year. This will be district expense no reimbursement.
3. Health insurance is only paid for the RC and the AC through the grant at IDOA, so if Jamie gets Health Insurance (\$779 pre month) it will have to either be paid by herself, the district or with funds through the EPA Grant. And at this time I don't know if the grant will pay for it. So, after speak with Jake this is not an issue as of yet and will be discussed as soon as we find out if EPA will provide part or all of the funding for this. We will discuss this at the next meeting we have after we find out what EPA is going to provide in funding.
4. Jamie will receive mileage to any county office she goes to except Fayette and she will be based out of Fayette.

I have prepared a contract for services similar to the one that we use with Effingham and will bill Moultrie monthly for reimbursement of salary and mileage.

From what I have been told so far we will also be receiving administrative funds monthly since she is based in Fayette. These funds won't start until after the program guidelines are established which should be in October and from what I understand right now we could get somewhere around \$500 a month in admin fees. The CREP Grant will no longer be administered through AISWCD as of the end of October but will be administered through the districts, which is good for us.

At the present time we need to purchase a laptop with a docking station and a scanner/printer that Jamie can use, which will be covered 100% through the EPA Grant. I'm not sure of the cost of the items due to the purchase being made to NRCS specs I will have to go through their vendors and I don't know what system will be allowed just yet. But, it won't cost the district anything once we are reimbursed, and I was told it would be a quick turnaround on the money. Plus, if and when the program ends the laptop, docking station and the scanner will become the property of the district.

Now after giving you a mind full of information this is what I need to know right now.

1. Do you approve of Jamie going full-time, which will include her going to the other counties, with all salary and mileage reimbursed?
2. Do you approve of the purchase of a laptop with a docking station and a scanner for CREP use?

Any questions please feel free to either call or email me. I will be happy to try to explain it in more detail.

Thanks

Liz

I approve both Items #1 – going full-time and #2 – equipment purchases. Just a quick clarification on the benefits section on 1 and 2: the long and short-term insurance is disability insurance.

Craig

Both 1 & 2 look fine to me. I vote yes on both.

Jake

On September 15, 2011 Karen spoke to Jake on the phone about the above email. Jake gave verbal approval to purchase the computer and monitor as well as Jamie going to full-time by working other counties, with all salary and mileage reimbursed.

Susan

I agree with doing both, fulltime position for Jamie and the laptop scanner purchase.

Matthew

No response