

Henricopolis Board Meeting Minutes

July 05, 2024

Meeting opens @ 11:01

Attendance

- Herb Dunford, Director
- Steve Yob, Associate Director
- Darrell Kuntz, Attorney with OAG
- Claiborne Yarbrough, Vice Chair, Director
- Becky Lakin, Secretary, Director
- Denney Collins, DCR CDC

Herb Dunford, Board Chair, calls the meeting to order.

B. Lakin Motion to approve agenda

C. Yarbrough seconds

All in favor

H. Dunford moves the Board into closed session by invoking code of Virginia 2.2-3711 A1 & A8

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- Becky Lakin, Secretary, Director

During close session the Board obtained legal advice and counsel from OAG. And provided OAG attorney authority to move forward with the recommendation from the Board.

EXIT Poll

TO THE CLERK OR SECRETARY: Poll each member of the Public Body by name, and record each member's answer in the minutes ("Yes" or "no" or "abstain"):

To the best of your knowledge, did the Board restrict its hearing, discussion, and consideration in closed session to: (1) only public business matters lawfully exempted from open meeting requirements under this chapter and (2) only such public business matters as were identified in the motion by which the closed meeting was convened?

Board Member	Aye	Nay	Abstain	Absent
Herb Dunford, Chair	✓			
Claiborne Yarbrough, Vice Chair	✓			
Brittany Rose, Treasurer				✓
Becky Lakin, Secretary	✓			
Kimberly Edmunds				✓

July 5, 2024

Becky Lakin

VACS Distributions

B.Lakin Introduces the issues at hand

C. Yarbrough says Sarah confirmed payment can come from reserve funds

C. Yarbrough wants to take a preliminary step ask if anything changed form contract to execution.

C. Lively spoke to C. Yarbrough and shared that Colonial Farms instances should be SLH (harvest)

Board agrees to meet with everyone individually with farmers in question

Friday the 12th we'll gather together those farmers not attached to the 9 instances in question

C. Yarbrough needs to reissues checks sent on the 20th need to be reissued and sent through FedEx to C. Yarbrough's and H. Dunford and C. Yarbrough will sign.

B. Lakin to review VACS checks and report to C. Yarbrough

B. Lakin makes a motion to approve \$2,268 for Applewhite Farms VACS cost share payment in accordance with Soil & Water Board ruling. Contract # 40-24-0002

H. Dunford seconds.

All in favor

C. Yarbrough makes a motion to approve the ability to move VACS payments from money market account to admin/ops account to pay for unverified VACS practices when the Board approves.

H. Dunford seconds

All in Favor.

B. Lakin makes a motion to approve Becky Lakin to sign VACS contracts part two and three.

H. Dunford seconds.

All in favor.

New Employee Recruiting &/or Upskilling

B. Lakin introduces the need for capacity and the offer for DCR to support VACS applications in August so long as we're actively recruiting

Hanover Caroline SWCD support was discussed. Decision not to access at this time.

C. Yarbrough will reach out to Education Specialist applicants via phone & explore remaining interest.

Board enters into discussion about the immediate capacity needs. Roles in discussion : Conservation Specialist (VCAP & VACS), Education & Outreach Specialist, and Office Manager (admin, ops, grant writing).

Discussed the role of the Board as critical for strategic vision and strategic outreach.

C. Yarbrough will call S. Sovick to talk about the inclusion of VACS

Denney says we will need to at a future date make a motion to approve job descriptions

B. Lakin to create JDs

C. Yarbrough asks to table HR discussion until B. Rose's return and H. Dunford talks to Terri Higgins, Associate Director.

B. Lakin makes a motion to move board meeting to next July 16th

H. Dunford

All in favor

B.Lakin will send Board agendas to full Board with meeting notice, 3 days prior.
B.Lakin to ask Geoff Weidell for process to post meeting minutes on the website.

(12:45 p.m.) C. Yarbrough motion to adjourn the meeting

B.Lakin seconds

All in favor

Hubert L. Dunford

Chair

July 16 2024

Gautome Yarbrough

7/16/24