TYGARTS VALLEY CONSERVATION DISTRICT

Personnel Committee Meeting Minutes

October 21, 2026, 9:00 AM, TVCD Office in Philippi, WV & via Teams

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ATTENDANCE & CALL TO ORDER

Committee Members Present: Donnie Tenney (Personnel Committee Chair; Board Vice Chair), James Dean (Personnel Committee Vice Chair; Board Chair), Delbert Vandevander, Sarah Cunningham

Additional Supervisors Present: Jim Nester, Tom Short, Mateal Poling

WVCA Partners Present: James Helmondollar, Amber Higgins

WVCA Partners Attending by Teams: Cindy Shreve, Don Whetzel

- Tenney called the meeting to order at 9:00 AM.
- Nester led the Pledge of Allegiance.
- **Motion to approve the agenda was made by Nester, seconded by Vandevander. Motion carried.**

EDUCATIONAL PRESENTATION: STATE AgEP ALLOCATION FORMULA

- Shreve gave an overview of AgEP funding and explained the district allocation formula.
- Members reviewed district and statewide application data and discussed differences in how districts run their programs.
- Reasons for unfunded applications were reviewed.
- Shreve agreed to prepare added narrative for the banquet to explain funding needs and why small balances sometimes remain statewide.
- No action was taken.

NEW BUSINESS

Workers' Comp Renewal and Work Crew Options

- Insurance costs were reviewed. Workers' comp of $3,724 is due December 1.
- Liability and equipment insurance cannot be adjusted until July.
- Options were discussed for crew operations, including:
  - Continuing limited work until July
  - Ending the crew and stopping workers' comp
  - Using contractor labor
  - Renting equipment
  - Meeting Forest Service expectations
- Members discussed unfinished jobs, weather limits, equipment rental costs, contractor billing rates, and insurance coverage.
- The committee agreed that more information is needed before making a recommendation.
- "Disposition of Work Crew" will be added to the November 9 board agenda.

Policy and Procedure Manual Update

- Many sections are outdated or not compliant with current rules.
- Attachments removed in earlier years need restored.
- Higgins will email the current manual to the full board.
- Scheduling a work session will be added to the November 9 board agenda.

ADJOURNMENT

Motion to adjourn at 10:50 PM was made by Nester, seconded by Poling. Motion carried.

(Minutes compiled and prepared by Amber Higgins, WVCA Administrative Specialist)