



BOARD OF DIRECTORS

R.C. Brody
President

Steve Rosentsweig
Vice President

Nancy Helsley
Treasurer

Beth Burnam
Director

Mary Ellen Strote
Director

EXECUTIVE OFFICER
Clark Stevens

REGULAR BOARD MEETING

SEVEN HUNDRED SEVENTIETH MEETING

Monday December 19, 2016—6:00 P.M.

**Resource Conservation District Office
540 S. Topanga Canyon Blvd, Topanga, CA 90290**

MINUTES

1. **CALL TO ORDER:** the meeting was called to order by President R.C. Brody at 5:47 p.m. A quorum was established with Directors Beth Burnam, Nancy Helsley, Steve Rosentsweig and Mary Ellen Strote (arrived at 5:59) in attendance. Also in attendance were Executive Officer Clark Stevens and Operations Manager John Hendra.
2. **INTRODUCTION OF GUESTS:** there were no guests.
3. **PUBLIC COMMENTS:**
 - Mr. Stevens thanked the Board for their service over the last year and looks forward to continuing the work next year.
4. **MINUTES:** Approval of minutes for meeting of November 28, 2016.
Moved/Seconded: Mr. Rosentsweig/Ms. Burnam; approved 4-0
5. **MONTHLY CLAIMS AND FINANCIALS:** Approval of claims for November 2016 and review of financial reports through November 30, 2016. **Moved/Seconded: Mr. Rosentsweig/Ms. Burnam; approved 4-0**
6. **REGULAR CALENDAR**
 - A. Discussion of employee retention plan/strategies: Mr. Stevens reviewed the recent staff departures and ideas he has been discussing with senior staff to increase employee retention, including salaried positions, regular pay increases and more communication with management. Mr. Stevens is planning to start quarterly check-ins with core staff to improve communication. The Board asked Mr. Stevens to consider how the RCD can offer career positions to be competitive for top employees.
 - B. Review of draft long range plan and process for completion: Ms. Burnam reported on the Strategic Planning Committee meeting at which was drafted the long range plan and a new mission statement. Ms. Helsley noted that the annual plan will be generated from the strategies from the long range plan. The Committee will work

on revising the plan and bring a final draft to the Board for approval at the January meeting. Directors should send any additions or changes to Mr. Hendra.

- C. Approval of Board meeting calendar for 2017: Moved/Seconded: Mr. Rosentsweig/Ms. Helsley; approved 5-0

7. **USDA/NATURAL RESOURCES CONSERVATION SERVICE REPORT:** there was no report this month.

8. **INFORMATIONAL REPORTS:**

D. Staff Reports for November:

- i. Clark Stevens, Executive Officer: Mr. Stevens is discussing the next steps and funding for the Hwy. 101 overcrossing project with the National Wildlife Federation.
- ii. John Hendra, Operations Manager
- iii. Stephen Vodantis, Education Supervisor
- iv. Rosi Dagit, Senior Conservation Biologist
- v. Jen Mongolo, Conservation Biologist

E. Strategic Planning Ad Hoc Committee: see item 6B above.

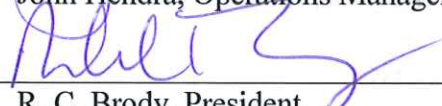
9. **DIRECTORS' COMMENTS/ANNOUNCEMENTS:** there were no Director's comments.

10. **ADJOURNMENT: Moved/Seconded: Mr. Rosentsweig/Ms. Helsley; approved 5-**

0. The meeting was adjourned at 6:31 p.m.

Submitted by: 
John Hendra, Operations Manager

Date: 2/1/17

Approved by: 
R. C. Brody, President
Board of Directors

Date: 2/1/17