July 18, 2013

Elizabethtown USDA Service Center

Elizabethtown, KY

MINUTES

KASCOE DIRECTORS’ MEETING

The KASCOE Board of Directors met on July 18, 2013 at 5:00 PM EST at the Elizabethtown USDA Service Center in Elizabethtown, KY.

Present: Coy Higdon, Micki Crider, Dana McKinney, Brenda Dicken, Karen Evans, Melissa Myers, Laura Howell, John Goff, Runita Rice, Janice Lake, Meghan Edwards, Kevin Whitaker, Melanie Barnes, and Lindsey New.

The meeting was called to order by President Coy Higdon. President Higdon welcomed all Directors and visitors. He noted that Secretary-Treasurer, Patti Karn, could not attend the meeting, therefore, Dana McKinney will be taking notes of the meeting and preparing minutes.

President Coy Higdon reviewed the Summary of Financial Accounts as of June 28, 2013, which had been prepared by Patti Karn, Treasurer. The summary included regular checking account balance, hospitality savings, general savings and scholarship balance. Kevin Whitaker, Scholarship Chairman, reminded the group that during the last meeting, the decision was made to fund all 4 scholarship applications submitted this year. He noted that there was not enough money currently in the scholarship balance to do this and suggested moving the amount from the general fund in order to do this. President Coy Higdon stated that we would discuss this later on in the meeting, therefore, no motion was made. A report of expenses for KASCOE Convention held April 2013 was also reviewed. Directors discussed the fact that MIDAS training may have hurt attendance. Several ideas were mentioned to encourage attendance. After review of all financial and convention reports, John Goff made a motion to accept the report as presented. Kevin Whitaker seconded the motion. All Agreed and the motion carried.

Coy Higdon then gave the membership report as prepared by Patti Karn. It was noted that the new dues year began July 1, 2013 and that we ended the year at 78%. There was much discussion about how we can promote membership and involvement. We should be encouraging our new website, Facebook page and all available means. Coy mentioned that we should be pointing out particular benefits NASCOE has worked for such as COLA raises and how this would pay for your NASCOE membership. Coy noted that he will be working with Patti soon to prepare a letter to employees remind them that the new dues year has begun. Micki Crider made a motion to accept the report as presented. Karen Evans seconded the motion. All agreed and the motion carried.

President Higdon discussed the upcoming National Convention that will be held in North Carolina, August 13-17, 2013. Those who expressed interest in attending were Micki Crider, John Goff, Coy Higdon, and Kevin Whitaker. Coy asked for any issues that need brought to attention to be made known to him before the convention.

The next issue discussed was the position of Lead PT and shared management and KASCOE/NASCOE position on the issue. Coy provided copies of 3 documents to directors: (1) Letter to State Presidents regarding the organization of a Shared Management Operations task force, (2) NASCOE Information request for Shared Management task force, (3) Handbook 27-PM, par 53 and par 133. Discussion from President Coy Higdon concerning conference calls he has attended concerning the formation of a shared management task force. This task force will address the Lead PT position in the future. Janelle Gardner, Kentucky CED has been selected to serve on the task force to represent the Southeast Area. Coy is asking for input from directors and members. This information should be sent to him and/or Janelle. Reponses for general policy questions asked regarding shared management arrangements were answered by AO Debbie Wakefield. Currently STO policy is that only shared management arrangements that are considered “permanent” allow the Lead PT promotion. However, according to handbook policy some arrangements are not according to regulation and should be allowing the service centers to take advantage of the Lead PT promotion. Coy noted that a shared management arrangement saves a CED payroll package that is in excess of $100, 000, and we can’t see where to cost savings goes. Therefore, the STO should be “on board” to see those savings for Lead PT promotions. Kevin Whitaker noted that a county office with a vacant CED position may designate a neighboring CED as “Acting CED” and it is never called “shared management” by the STO. After 45 days, according to policy, it is “shared management”. Currently in KY, there are 7 shared management arrangements. Of those seven, four are permanent and three are temporary. However, it was noted that one of the “temporary” has now been in this arrangement in excess of 2 ½ years, with no PTs receiving the benefits of the Lead PT position. It was the consensus of the entire board that current handbook policy and regulations are not being followed and that KASCOE should prepare a position on this issue and present it to the STC. Coy Higdon and Kevin Whitaker will prepare a draft position paper for the STC to be presented to them at their meeting next week.

Key PT Position was discussed. President Coy Higdon stated that the Key PT position has been extended at the national level, however KY has chosen not to utilize this position due to budget restraints.

Coy reviewed the vacant chair positions. Currently those needed are Programs, Benefits, and Emblems. Coy will ask Jeff Boone if he is willing to serve as Programs chair.

Coy relayed that Brenda Whitton, Emblems chair, had resigned after the April convention. He said in her resignation that she pointed out several reasons why the emblems chair is busiest especially during a convention. She also pointed out that the emblems chair does all this work and is expected to be present at conventions without any reimbursement. There was then a lot of discussion concerning committee chair duties (Coy supplied directors with a copy of printed duties) and the fact they need to know what they are agreeing to when they accept the position. John Goff made mention that when he was Legislative Chair that he knew he would probably be going to DC for a trip, however, his travel expenses were reimbursed. There was a lot of discussion by all directors whether committee chairs should be required to attend directors meetings, should they be reimbursed for duties they know they are required to complete, etc. Janice Lake made the motion to reimburse Brenda Whitton for her expenses incurred during the April 2013 KASCOE convention as the same as what directors receive for reimbursement. The motion was seconded by Brenda Dicken. All agreed and the motion carried. Kevin Whitaker made the motion that for future conventions that the emblems committee designee be reimbursed 2 nights stay with mileage costs both ways. Meghan Edwards seconded the motion. There was much discussion about whether or not this was fair to reimburse only one chair for attendance at a convention. Upon vote, all agreed and the motion carried. Dana McKinney then made the motion that if any committee chair/designee is asked by the executive board to attend they will be reimbursed the same as the directors are reimbursed. Janice Lake seconded the motion. All agreed and the motion carried.

President Higdon discussed sending KASCOE emails thru the government computer or thru personal computers. The discussion was that if sent thru government computers the messages needed to be review first by Debbie Wakefield, STO AO. He stated that most emails needed to go to personal computer and Coy has the majority of personal emails for Directors. He is going to do a better job at sending emails to Committee Persons to forward out to all members and employees.

Next on the agenda was the Separation of Secretary/Treasurer Duties. Patti Karn defined the duties of each position and forwarded this information to President Higdon. Coy presented a copy of the duties to each director. Directors agreed that the duties were defined accordingly, as follows:

* SECRETARY: Correspondence to NASCOE, Officers, Directors, STO; Assisting with conventions and Directors meetings; Work with Treasurer; Membership correspondence; Take and submit minutes of all meetings; Issuing letters, correspondence on upcoming meetings and conventions for written invitations; Issuing information to all members and associate members; Election process for nominations, ballots, mailings to employees.
* TREASURER: Payment of all bills and travel; Financial reports; Deposits of all monies received; Assisting with conventions and directors meetings; Bank statements and reconciling; Work with secretary

Kevin Whitaker made the motion for the offices of secretary and treasurer to be separated and defined as listed above beginning with the 2014 Election of officers, and that the two offices may be filled from general KASCOE membership. The motion was seconded by Micki Crider. All directors were in agreement and the motion carried. Dana McKinney will write the amendment to the constitution and by-laws for this change and present it at the next meeting.

President Coy Higdon thanked Lindsey New for the awesome work she has done on the new KASCOE website and the Facebook page. Lindsey is doing a great job keeping the website current and up to date with the latest information available. He stated that he was going to try to do a better job getting information to her as timely as possible for it to be posted. Lindsey stated that she felt the best avenue to encourage membership would be to use the website to present what KASCOE/NASCOE is doing for you as an employee on a personal level. Coy Higdon added that what the association has done in the past should also be presented. She added that KASCOE should also have on the website their position on issues that are affecting employees, such as the Lead PT/shared management issue, and publish what KASCOE is doing to make this better. All agreed that this information should be posted and that we all can do a better job of promoting membership through this new tool. This led to a lot of discussion of how to get members more involved. The idea of having each Chairperson form a Committee was talked about, and that we post on the website and ask what committee each member would like to participate in, or assign them a committee to be involved with. Duties of Committee Chairs are currently posted on the KASCOE website. Committee membership will be posted to be solicited on a volunteer basis.

President Higdon passed out copies of Executive Minutes for the last two meetings which were held October 25, 2012, and April 27, 2013. He asked each director to review the minutes and let Secretary-Treasurer Patti Karn know by email whether or not they agree with the minutes or have something to add.

Next on the agenda was a discussion on the Jump Team effort for 2013. All agreed that the NASCOE Jump Team effort last year was a great success and worthwhile, and while some sort of action is needed, another Jump Team in this same manner may not be. John Goff stated that he felt that is was not necessary to pull in from the NASCOE board and other states to help encourage our membership. He stated that he felt a phone call could be as worthwhile. All were in agreement that each office should receive a phone call or personal visit sometime during the 2 year office of their director. It was thought that August would probably be the best time to do any office visits. Kevin Whitaker talked about the Jump Team experience and that he and Dana McKinney had not had the opportunity to put anything together yet for a jump team plan. Kevin Whitaker, Dana McKinney, and Sharlissa Smotherman will Co-Chair this membership effort and put together a plan for outreach.

President Higdon discussed meeting with the STC/SED/AO. He said that he would like to schedule a meeting in October or November, but was uncertain at this time about the STC meeting schedule. He will check with the AO and schedule a meeting date. Directors discussed holding quarterly meetings at different locations. It was felt that this may encourage more members to attend and get involved, if we appeared that we were making an effort to be more accommodating. All agreed that this was a good idea. This led to discussion of rotating convention sites, and not holding them in Louisville and Lexington all the time. The idea of utilizing KY State Parks for Conventions was discussed and was felt to be a good idea. A Committee will be formed to plan a convention for the spring or fall of next year. No motion was made to set a date for the next directors or convention.

President Higdon mentioned a Fedmen District Training Meeting for employees. He said that Illinois had used this in their state and pulled in several members to their employee association. Kevin Whitaker and Lindsey New then mentioned the idea of possibly holding district outings on a weekend to encourage membership since we no longer have wellness days. Coy stated that he would check with Illinois to see what the cost was to hold the meetings. Both meeting ideas will be discussed more at a later date.

The question was asked if a $25 donation is still made to the scholarship fund for members in memory of the loved one. No one was sure of this. Coy stated that he would check with Patti to find out.

Laura Howell made a motion to adjourn, seconded by Kevin Whitaker. The motion carried.

The meeting adjourned at 8:00 PM.

RESPECTFULLY SUBMITTED BY:

Dana McKinney, Director District 4