

Duval County Soil and Water Conservation District
EMERGENCY MEETING
Wednesday, April 28, 2021 4:00 p.m.
Zoom Teleconference



Supervisors in Attendance: Jennifer Casey (Chair), James Cook (Vice Chair) Allen Moore (Treasurer)

Affiliate Members: None
Agency Partners/General Public: None
Meeting Called to Order: 4:00 pm

Welcome and Establish Quorum– Jennifer Casey

Consent Agenda:

1. Employment period for Urban Ag Coordinator to be May 1, 2021 through April 30, 2021 as part-time, nonexempt salaried employee with flex-time remote status
2. Complete Background Check at cost of app. \$25
3. Complete Employer enrollment in E-verify with signed MOU
4. Begin service with Payroll4Free at cost of \$15/month to include processing all year-end forms such as W-2s and 1099s, tax reporting and remittance, and direct deposit
5. File new hire report form to Florida Department of Revenue
6. File all onboarding documents including I-9, E-verify, W-4, W-2, reemployment tax, Form RT-6 and put up posters as required by law
7. Order business cards for Urban Ag Coordinator at cost of app. \$20 for qty. 500
8. Approve reimbursement of Urban Ag Coordinator administrative expenses (ink, paper, etc.) as needed up to \$100 as written into NACD Urban Ag Conservation grant
9. Acknowledge authority of Board Chair to handle routine administrative personnel management needs

MOTION by James Cook to approve the Consent Agenda

SECOND by Allen Moore

IN FAVOR Unanimous

Jennifer Casey reminds everyone about Stewardship Week film screening of *Kiss the Ground* followed by a panel discussion on Sunday, May 2 at 3:30 pm at Sun-Ray Cinema. Tiffany Bess is coordinating. The event is a fundraiser for conservation education in Duval County.

Allen Moore will coordinate with the District Aid to make sure Supervisors have a chance to review all poster/speech submissions before May 5th planning meeting. With current number of submissions, there is not a need to bring in a judge. If we have a substantial increase in submissions by May 3rd, then Allen will bring in a judge on short notice for the virtual planning meeting.

Meeting Adjourned: 4:09 p.m.