

**Three Rivers Soil & Water Conservation District
Personnel Committee
Minutes
May 14, 2026 @ 9:30 a.m.
Three Rivers SWCD Conference Room
Tappahannock, VA**

Committee Members Present: Langdon Townsend, Personnel Chair, Robert Bland, Board Chair, Sara Henley, AJ Brooks, Thomas Fox

I. Call to Order The Personnel Committee meeting was called to order by Langdon Townsend, Committee Chair at 9:35 a.m., and the following business was conducted:

II. New Hire Documentation Mrs. Carter presented the formal documentation for Jacqueline (Jackie) Kay, the new Agriculture Administrative Assistant. This included both the official offer letter and Ms. Kay's signed letter of acceptance.

III. Performance Reviews & FY27 Planning

- Staff Feedback: Mr. Townsend reported that he has concluded individual meetings with all employees regarding their annual performance reviews. He noted that staff expressed high levels of job satisfaction and fulfillment. No disparaging remarks or concerns were reported.
- Documentation Suite: Mrs. Carter presented a comprehensive package for all staff members, which included:
 - Annual employee appraisals and FY27 job descriptions.
 - Updated performance expectations reflecting FY27 responsibilities.
 - Individual Development Plans (IDPs) featuring the new DCR tiered training curriculum for technical staff.
 - Employee satisfaction surveys regarding benefits, policies, and the work environment.
 - Fair Labor Standards Act (FLSA) classification testing.
- District Manager Review: The annual performance review for Mrs. Carter will be conducted by the Board Chairman, Robert Bland.

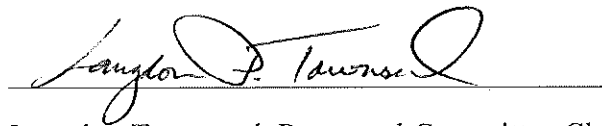
IV. Policy Updates & Handbook Revisions Mrs. Carter provided various policy templates developed by Area III District Managers for committee review. The Committee reached a consensus on the following recommendations for the Board of Directors:

- Annual Leave: Adopt the Virginia DHRM Annual Leave policy.
- Sick Leave: Amend the TRSWCD Personnel Policy/Employee Handbook to remove sick leave accrual for part-time employees.
- Future Planning: Mrs. Carter presented a list of five additional policies currently under development, targeted for presentation in the next fiscal year.

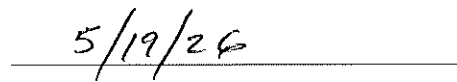
V. Compensation & Personnel Changes

- Salary Analysis: A detailed salary analysis for each employee was reviewed by the Committee.
- Title Change: The Committee formally supports reclassifying the "Conservation & Precision Ag Specialist" position to "Conservation & Precision Ag Manager."

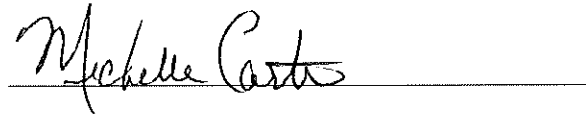
There being no further business, the meeting was adjourned at 11:00 a.m.



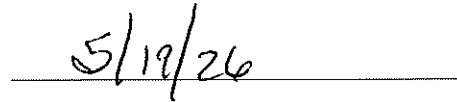
Langdon Townsend, Personnel Committee Chair



Date



Michelle Carter, District Manager



Date