

SALARY BOARD

April 20, 2026

Present at the meeting were:

R. Franklin Campbell
Brenda L. Watson
William G. Lyons
Jan Gibboney
Shannon Hines
William R. Bunt

Present from the Public via WebEx Video/Telephone Conference or In-Person: Tara Collier, Kristie Gantt, Sarah Geesaman, Sam Miller

Commissioner Campbell opened the meeting at 10:30 a.m. on April 20, 2026 in the Commissioners' Meeting Room. The meeting was conducted in person and was recorded by the County.

Public Comments: None

Approval of the Minutes: Commissioner Lyons made a motion to approve the minutes from the April 6, 2026 meeting. Commissioner Watson seconded the motion. All agreed. Motion carried.

Meeting Business: Tara Collier, Conservation District Manager, stated she had provided a letter to the Salary Board requesting that the Office Manager position be changed from full time to part time. She said that previous Manager, Sally Tengeres, had made the position full time when the District took on the ACAP program. She further said that now that the program is up and running and duties have been distributed among staff, part time hours are a better fit for the position. Commissioner Watson questioned the staff vacancies in the District and how all duties in the office will be covered. Ms. Collier stated that newsletter duties and Practice Keeper entry work have been moved to other staff, and noted recent interviews that will hopefully turn into employment offers soon. She commented that FCC and DEP staff are set up to help train current and new staff as well. Treasurer Gibboney asked if the position would receive benefits and Chief Clerk Hines said no, but the individual in the role would remain in the retirement plan per policy.

Commissioner Lyons made a motion to make the full time Office Manager position into a part time position. Commissioner Watson seconded the motion. Chief Clerk Hines questioned when it would be effective and Ms. Collier said the following day would be requested. Chief Clerk Hines said that the beginning of a pay period is best for the fiscal system and Sam Miller said May 4 is the next work day in a new pay period. Commissioner Lyons amended the motion to include an effective date of May 3, 2026. Commissioner Watson seconded the motion. All agreed. Motion carried.

Tara Collier said that grant funding is available for a 12-week intern (40 hours per week) and this was included in their budget as a grade 4 step 0 pay rate. She stated that intern would be currently enrolled in an environmental science or related major in college. She explained the duties of the temporary intern and noted that hopefully the intern would turn into a full time hire in the future. Solicitor Bunt said the motion would need to include that the intern position would be for a 12-week time frame. Commissioner Watson made a motion to create a temporary, 12-week intern position at a grade 4 step 0. Commissioner Lyons seconded the motion. Treasurer Gibboney asked if a letter was sent out and Ms. Collier said just a position description. All agreed. Motion carried.

Public Comments: None

Commissioner Lyons made a motion to adjourn the meeting at 11:02 a.m. Commissioner Watson seconded the motion. All agreed. Motion carried.

Shannon Hines, Chief Clerk

Jan Gibboney, Secretary