



Kentucky Environmental Education Council (KEEC)  
Special Council Meeting Minutes  
July 6, 2016

**Meeting Location:** Capitol Education Center, 706 Capitol Avenue Loop, Frankfort, KY

**Meeting Time:** 1:00 p.m. Eastern

**Council Members in Attendance:** Chair Horace Brown, Vice Chair Billie Hardin, Lona Brewer, Greg Higdon, Marcus Norton, Karen Reagor

**Absent Members:** Karin Ceralde, Gordon Garner

**Staff in Attendance:** Elizabeth Schmitz

**Others in Attendance:**

Meeting Introduction

The meeting was called to order by H. Brown at 1:10 PM.

Minutes Review

⇒ G. Higdon moved to approve the minutes of the May 17 Special Council Meeting. K. Reagor seconded. All were in favor; none were opposed. The motion passed.

Executive Director Resignation

E. Schmitz announced her resignation as Executive Director of the Council. Her last day will be September 15, 2016.

Executive Director Search

All Council members would like to see applicant resumes before candidates are selected for interviews.

Motion to enter closed session pursuant to KRS 61.810(1)(f)

⇒ B. Hardin moved to enter closed session pursuant to KRS 61.810(1)(f). M. Norton seconded the motion. All were in favor; none were opposed. The motion passed.

Return from Closed Session

Upon re-entering regular session E. Schmitz stated that the following was discussed:

1. The Council would like to move forward with the process to hire a new executive director
2. The job description should emphasize fundraising but otherwise looks complete
3. The job description should be posted in as many places as possible for recruitment
4. Council members would like applicants to state their desired salary in a cover letter
5. After reviewing applicant cover letters, all applicants will be emailed information regarding a salary cap of \$47,500 and asked to respond if they are still interested in applying for the position

6. Hiring process will follow process established by the Commonwealth and timeline will result from the process; after E. Schmitz submits letter of resignation and Governor Bevin approves the hiring freeze exemption, the Cabinet will need to advertise for the position, will advertise for three weeks
7. Selection committee will be comprised of M. Norton, H. Brown, B. Hardin
8. If a qualified candidate does not emerge from the first search, the Council will re-advertise for the position

Motion to approve Executive Director action items

⇒ L. Brewer moved to approve the Executive Director search discussion items as action items. K. Reagor seconded. All were in favor; none were opposed. The motion passed.

Specialty License Plate

E. Schmitz notified Council Members that the Department of Transportation has placed a moratorium on approving new specialty license plates, and even if KEEC were to receive 900 applications for the "Let's Go Outside" plate, it would not necessarily be produced.

Motion to notify license plate applicants

⇒ K. Reagor moved to notify applicants and ask them if they want to donate the funds for a tax write off or receive a refund. M. Norton seconded. All were in favor; none were opposed. The motion passed.

H. Brown adjourned the meeting at 3:10 PM.