



Kentucky Environmental Education Council (KEEC)
Summer Council Retreat Minutes
July 26-27, 2016

Meeting Location: Shaker Village at Pleasant Hill, Harrodsburg, KY

Meeting Time: July 26, 1:00 p.m. Eastern; July 27, 8:30 a.m. Eastern

Council Members in Attendance: Chair Horace Brown, Vice Chair Billie Hardin, Lona Brewer, Karin Ceralde, Gordon Garner, Marcus Norton, Karen Reagor

Absent Members: Greg Higdon

Staff in Attendance: Elizabeth Schmitz, Wesley Bullock

Others in Attendance:

Meeting Introduction

The meeting was called to order by H. Brown at 1:15 PM. Six of eight Council Members were present.

Confirmation of Public Notice

KEEC staff confirmed that the meeting was publicized on the agency website and through a press release as required by Kentucky Open Meetings Law.

Confirmation of Agenda

Council Members verbally agreed to the agenda.

Minutes Review

⇒ At 1:24 PM, K. Reagor moved to approve the minutes of the July Special Meeting. K. Ceralde seconded. All were in favor; none were opposed. The motion passed.

Changes to Agenda

B. Hardin requested adding a Closed Session to the agenda to deal with individual personnel matters.

Board Training

E. Schmitz reviewed the Open Meetings statute and Attorney General guidance related to personnel. Staff clarified that meetings of Council committees would also need to abide by Open Meetings rules.

E. Schmitz noted that the mission statement of the agency previously did not match the statute's legislative purpose, and that staff changed it to match the exact wording.

Motion to approve revision of mission statement

⇒ At 1:56 PM, B. Hardin moved to approve the KEEC mission statement revised to match the exact wording of KRS 157.900, the KEEC Statement of Legislative Purpose. M. Norton seconded. All were in favor; none were opposed. The motion passed.

At 2:00 p.m., L. Brewer joined the meeting

Board Training continued

The Council asked E. Schmitz to set up a meeting with Secretary Heiner and the Council's Executive Direction selection committee to discuss the selection process and KEEC's budget in light of its statutory mandates.

E. Schmitz noted that the Personnel Cabinet has not yet approved the Executive Director job description, and that it may post as soon as tomorrow.

Council Member Timeline

The Council requested that W. Bullock check with Boards and Commissions to see if they have exact dates for the appointments and resignations in the 1990s, and that staff post a narrative summary of the founding of the Council and its milestones on the KEEC website.

H. Brown noted that it has been several months since he recommended a replacement for Cheryl Messenger for the Council, but he still has not heard back from Boards and Commissions.

Update on Executive Director Position

The Council recommended publishing the Executive Director opening only on websites that do not charge a fee.

Break

Update on Executive Director Position

The Council recommended using a questionnaire with written responses to narrow the candidates before interviews are scheduled, and having candidates demonstrate written and oral communication skills during the interview.

Fiscal Year 2016 Budget Close Out

E. Schmitz noted that the carry-forward at the end of this past fiscal year is larger than at the end of the previous fiscal year. That is due to receiving grants in FY16 that will be spent in FY17, receiving registrations for the PEEC earlier than expected, and primarily due to personnel cost savings in going down to 2 staff members. E. Schmitz noted that there is also a small amount of unspent PRIDE funds, and that she has had some difficulty in receiving results from the grant projects. E. Schmitz noted that we will retain approximately \$2000 in grant funding which we will need to offer in another RFP, which she recommended be offered to a single university with no sub-contracting to avoid the difficulty in working with multiple institutions. The Council requested to receive the grant quarterly reports for review.

Fiscal Year 2017 Budget Projections

The Council requested a brief budget outline for the next three years for the secretary to show when the agency is projected to run out of carry-forward and agency expenses with an environmental education specialist added to the staff.

Break

Fiscal Year 2017 Conferences and Events

For KEEC attendance at conferences, the Council recommended:

- Reviewing the schedule and agenda of the Governor's Conference to see if makes sense for KEEC to attend given limited staff.
- Sending W. Bullock and a new Executive Director, if hired, to the NAAEE Conference.
- Reviewing the agenda of the High-Performance Public Buildings workshop at the Center for Applied Energy Research in spring 2017 before deciding whether or not to attend since it is not focused specifically on schools.

KEEC staff requested Council Members to contact staff if they are interested in attending the KAAEE Conference. The Council agreed to sponsor a conference room at the KAAEE Conference.

Break

2017 Council Meeting Schedule

The next Council Meeting is October 26, 2016, at the Capitol Education Center. For 2017, the meetings are scheduled:

- January 25, 2017
- April 26, 2017
- July 25-26, 2017
- October 25, 2017

Office Move Update

KEEC is moving to a new office at 300 Sower Boulevard, Frankfort, KY 40601 on August 15.

Contact List

Staff will send out an updated contact list to Council Members.

PEEC

KEEC will host a reunion of Professional Environmental Educator Certification graduates on August 13 at the Thomas House in Horse Cave, KY, to recognize the newest group of Master Environmental Educators.

License Plate Update

KEEC will send a letter to license plate applicants offering to refund the application fee or convert it to a donation, with a deadline to request the refund before the agency will consider it a donation.

Centers for EE at Universities

E. Schmitz will draft a letter to Kentucky public universities with compliments to those that have active Centers for Environmental Education, notes about the successes of those centers, and encouragement for those without them to develop centers.

Break

EE Master Plan and Agency Priorities

Subject to availability and consent of the cabinet legislative liaison, E. Schmitz will schedule initial meetings with legislators to discuss how to approach asking the legislature for support implementing the Master Plan for Environmental Education in Kentucky.

Motion

⇒ At 10:45 AM, L. Brewer moved to go into closed session pursuant to. K. Reagor seconded the motion. All were in favor; none were opposed. The motion passed.

Motion

⇒ At 11:15 AM, B. Hardin moved to exit closed session. K. Reagor seconded the motion. All were in favor; none were opposed. The motion passed.

No formal business was conducted during the closed session. The Council's priorities will be established after the new executive director is hired.

Motion

⇒ At 11:20 AM, M. Norton moved to thank Elizabeth Schmitz for her work as the KEEC Executive Director. B. Hardin seconded the motion. All were in favor; none were opposed. The motion passed.

Motion to Adjourn (a quorum must be present to approve motions)

⇒ At 11:30 AM, L. Brewer moved to adjourn the meeting. M. Norton seconded. All were in favor; none were opposed. The motion passed.