

**LOUDOUN SOIL AND WATER CONSERVATION DISTRICT
PERSONNEL COMMITTEE MEETING
District Conference Room, Wells Fargo Bank Building
30 Catoctin Circle, SE, Suite 218; Leesburg, VA 20175**

Thursday, August 27, 2026

The meeting was called to order at 10:00 a.m. by Personnel Committee Vice Chair James Christian. Attending: JAMES CHRISTIAN, PERSONNEL COMMITTEE VICE CHAIR and DISTRICT BOARD CHAIRMAN; JOHN FLANNERY, PERSONNEL COMMITTEE MEMBER and DISTRICT BOARD TREASURER; Suzanne Brown, LSWCD Staff.

The District Operations Manager confirmed receipt via email of all staff year-end self-assessments for review by the Personnel Committee.

♦Closed Session

Director Christian made the motion "for the Committee to go into Closed Meeting as provided for in the Code of Virginia Section 2.2-3711(A)(1) to perform year-end personnel evaluations for Leah Sattler, Pat McIlvaine, Jennifer Venable, Jay Frankenfield, and Suzanne Brown.

Approved. (Christian-Flannery, 2-0). The Committee entered Closed Session at 10:05 a.m.

A motion was made by Director Christian to reconvene the Committee into an open meeting at 3:30 p.m., as per (Code 2.2-3712 (D)) **Approved. (Christian-Flannery, 2-0).**

Pursuant to the Code of Virginia Section 2.2-3712 (D) Director Flannery made the motion to certify that to the best of the Board's knowledge, only matters lawfully exempted and as identified in the motion by which the Closed Meeting was convened were heard or discussed by this Board during the Closed Meeting. **Approved. (Christian-Flannery, 2-0).**

District Operations Manager, Suzanne Brown and Lead Conservation Specialist, Jay Frankenfield joined the meeting to discuss reallocation of duties and a reclassification related to the retirement of the Lead Conservation Specialist.

The meeting was adjourned at 3:55 p.m.


James B. Christian
Personnel Committee
LSWCD Chair


Suzanne Brown
District Operations Manager


9/10/26
(Date)