



**Executive Board (EB) Meeting  
February 15, 2022**

**Minutes (Corrected March 15, 2022)**

Members present by Zoom: Lee Cattaneo, Bill Powell, Peter Carbee, Matt Levin.

Others present by Zoom: Lisa Liotta (General Manager)

Absent: Fred Thumm

Lee Cattaneo called the meeting to order at 5:32 PM with a quorum of the Executive Board present.

- Fred Thumm joined the meeting and led the meeting as Chair at 5:35pm.
- 1. Agenda Revisions: General Manager requested that the EB convene as the Personnel Committee before item 6 District Staffing Update on the agenda, and reconvene as the Executive Board after item 7, the General Manager's Performance Review
- 2. Approval of Executive Board Meeting Minutes: January 18, 2022 –

*Motion to approve by Bill Powell, seconded by Peter Carbee. Voting: all in favor–unanimous.*

- 3. Review of Annual Calendar

General Manager Lisa Liotta provided an overview of annual calendar in the packet. Members of the EB discussed what Long Term Planning under Programs meant. Program Oversight Committee Lee Cattaneo offered that it likely referred to discussion about strategic plans and visioning for 5 or 10 years forward. The strategic plan is usually discussed during annual Board Retreats in January, which have not occurred for two years due to the Covid-19 pandemic. March discussion at the POC would relate to how strategic plans would be reflected in Program Plans as staff look to begin work on program plans for 15 months out.

- 4. Update on Policy Work in Progress

Traditionally, February is the month when policies are reviewed by the Executive Board and Committees of the Board. The General Manager provided an overview of details of the policy work that has been underway over the prior year and discussed priorities with the EB. The General Manager requested that a Combined Time Off (CTO) policy not be undertaken with the current revision, but be looked at later. Matt Levin agreed to provide CTO policy information in the future.

- Peter Carbee inquired during the meeting if the second paragraph from the bottom of page 6 should include “not”, as in “not work”. The General Manager acknowledged the error – the correct wording in the second-to-last sentence in this paragraph should read, “With a much smaller number of staff (10 vs. over 200) and designated public hours, this particular CTO policy would **not** work for CVSWMD.”
- Bill Powell noted to the General Manager (following the EB Meeting) that the third paragraph of the memo on page 5 of the packet had an incomplete sentence – the

sentence should be deleted. Also, the sentence prior reflects the word AT capitalized – capitalization should be lower-case.

- Bill Powell noted to the General Manager (following the EB Meeting) that in the first paragraph of the policy memo on page 6 of the packet that the date was incorrectly shown. The corrected sentence should be, “- ***Staff researched this point and brought information forward to the EB at their October, 2021 meeting – see Board Policy section below for update***).

*Bill Powell made a motion to convene the Personnel Committee, seconded by Peter Carbee. Voting: all in favor – unanimous.*

5. Update on District Staffing

Outreach Coordinator position remains unfilled after two rounds of recruitment efforts. The General Manager will re-advertise the position in March. The District’s half-time Bookkeeper/half-time ARCC Attendant positions will be open after March 4. The General Manager is assessing staffing needs, and is looking to evaluate and assess using an external payroll service instead of performing payroll in-house using QuickBooks – costs may not be any more than we currently pay for QuickBooks Payroll software. The General Manager will be reassessing the needs for the Bookkeeper and ARCC Attendant position in coming weeks, there are finance-related tasks that are being handled by the Office Manager that may be better suited to the Bookkeeper position.

It is in the Treasurer’s job description that they may fill in as Bookkeeper in an emergency, with Personnel Committee approval.

*At PM, Peter Carbee made a motion that the Treasurer be permitted to fill in as Bookkeeper when the position becomes vacant on March 4 until filled. Seconded by Bill Powell. Voting: all in favor – unanimous.*

6. General Manager’s Annual Performance Review

The General Manager provided the EB the background information available on the process to evaluate the General Manager. The General Manager will circulate a form for staff to evaluate the General Manager and the Office Manager will send evaluations to EB members before the March meeting. The process for evaluating was discussed, and the General Manager will reach out to Cathleen Gent for more information regarding the process in prior years. It was noted that timing is such that the EB should plan to provide a contract offer to the General Manager by April for recommendation to the Board in May. The General Manager’s contract expires on June 30, 2022.

*At 6:43PM, Fred Thumm reconvened the meeting of the Executive Board*

7. Sick Bank

The General Manager furnished the EB with an update on Sick Bank withdrawals over the prior month due to Covid-19 reasons.

8. General Manager’s Update

The General Manager provided EB members an overview of District activity over the prior month, and short-term and long-term priorities. A meeting of the Facilities Committee to provide an update on the HHW facility project and discuss potential real estate is scheduled

for Thursday, February 24. Bill Powell requested that he be copied on the agenda and meeting materials when they are distributed.

The General Manager will extend an invitation to all members of the Board to visit and tour the Barre Town HHW collection scheduled for Saturday, April 9.

Matt Levin left the meeting at 6:50pm.

9. Other Old or New Business

None

*At 6:58 pm, Chair Fred Thumm adjourned the meeting with agreement of the Committee.*

A handwritten signature in cursive script, appearing to read "Lisa Liotta".

Respectfully submitted by Lisa Liotta