



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

Minutes

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

Others present by Zoom: Lisa Liotta (General Manager)

Chair Fred Thumm called the meeting to order at 5:30 PM with a quorum of the Executive Board present.

1. Agenda Revisions: Matt Levin asked to speak at the end of the meeting during Old or New Business, Chair approved.
2. Approval of Executive Board Meeting Minutes: February 15, 2022 –

The minutes were corrected to reflect that Lee Cattaneo called the meeting to order at 5:32 pm. Fred Thumm resumed as Chair when he joined the meeting at 5:35pm. The second sentence in Item Six (6) was corrected to read, “The General Manager will circulate a **form** for staff to evaluate....”; with the word “form” being added,

Motion to approve by Bill Powell, seconded by Peter Carbee to approve the minutes with corrections noted above. Voting: all in favor– unanimous.

Convene Personnel Committee

Motion by Bill Powell, seconded by Lee Cattaneo to convene as the Personnel Committee at 5:35pm. Voting: all in favor– unanimous.

3. General Manager’s Evaluation, Process and Planning

General Manager Lisa Liotta provided an overview of the memo provided in the packet that outlines the steps and timing for the General Manager’s annual evaluation. The Committee agreed that the evaluation meeting would take place at the regular April 19 meeting of the Executive Board, in executive session. Committee members should plan to meet privately during that meeting to discuss their evaluation, which can be done by the General Manager assigning a Committee member as host of the Zoom meeting while the GM waits in the virtual waiting room. The GM will join the Committee virtually after their discussion and in executive session.

4. Staff Job Descriptions, Two Minor Updates

As requested by the EB at the September, 2021 meeting, revisions made to two Board-approved job descriptions were brought for review and approval: Field Assistant/Driver, and Program Coordinator. The Committee requested that the Field Assistant/Driver position be edited to show Preferred Qualifications, and that two-years’ work experience be moved from Qualifications to Preferred Qualifications.

Bill Powell made a motion to approve the revisions to the Field Assistant/Driver and Program Coordinator position with the change on the Field Assistant/Driver description to

reflect that two years' experience was a preferred qualification. Seconded by Lee Cattaneo. Voting: all in favor – unanimous.

5. New Position Assessment: Finances and Human Resources

The GM provided an overview of the memo provided in the packet and the need for a full-time Finance/Human Resources position. The Committee approved the GM to prepare a job description that includes the current Bookkeeper's responsibilities and expands to include the duties detailed in the memo that are being performed currently by other staff, much by the GM. Matt Levin suggested that the position include looking at the District's Board-approved job descriptions and other HR related activity from a Diversity, Equity and Inclusion (DEI) perspective. Peter Carbee suggested that the new position could provide support for the Treasurer when any investing activity with the District's funds may occur.

Bill Powell made a motion to approve the General Manager working with Gallagher and Flynn to develop a Finance/Human Resources job description and for a compensation study to be performed and brought back to the EB for review. Seconded by Lee Cattaneo. Voting: all in favor – unanimous.

6. Staff Performance Awards

The General Manager discussed the memo in the packet and provided information about current staffing levels. The District has not been fully staffed since August, 2021, and currently has four (of eleven total) positions open. Staff are all working very hard and are committed to the work of the District while new staff members are recruited. The line item for staffing for FY22 was reduced by \$12,000 in December 2021 due to open positions, and is currently projected to be \$17,000 under budget, even if all open positions were filled in the next few weeks.

The General Manager proposed that the seven regular staff members employed by the District on March 15, 2022 be each awarded \$1,000 immediately, with a subsequent award to those same current staff members on June 30, 2022 provided that they are fully employed, have not submitted resignation, and are not on probation for disciplinary action, to reward and recognize the value and commitment that staff provide the District.

Matt Levin made a motion to approve that funds be allocated to current staff as described in the memo, and that the awards are intended to honor that staff are working in a less-than-preferred reduced staffing capacity. Seconded by Bill Powell. Voting: all in favor – unanimous.

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. The EB requested that the General Manager provide updates periodically, and at any time when the balance in the Bank is substantially depleted.

Motion to adjourn Personnel Committee by Bill Powell, seconded by Peter Carbee at 6:37. Voting: all in favor– unanimous.

Convene Executive Board

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. Peter Carbee asked the status of H.115, a bill that would establish an Extended Producer Responsibility program for Household Hazardous Waste. The bill has passed three readings in the House and will be sent to the Senate. If passed, the bill has the potential to be of significant benefit to the District in offsetting the rising expense to the District of processing household hazardous waste.

9. Other Old or New Business

Matt Levin advised the EB that he can commit to remaining on the Executive Board for one more year.

At 6:43 pm, Chair Fred Thumm adjourned the meeting with agreement of the Committee.



Respectfully submitted by Lisa Liotta