



**Executive Board Meeting
November 16, 2021**

Minutes

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

Others present by Zoom: Lisa Liotta (General Manager)

Vice-Chair Lee Cattaneo called the meeting to order at 5:32 PM.

1. Agenda Revisions: None
2. Approval of Executive Board Meeting Minutes: October 19, 2021 –
 - a. *Motion to approve by Bill Powell, seconded by Matt Levin. Voting: all in favor– unanimous.*
3. Treasurer Contract, Annual Hour Limit

The EB reviewed the recommendation from the FOC that the Treasurer’s hours be increased in FY22 from 150 to 250. Hours that may be required above 150 for FY23 will be looked at when the final budget is approved in April of 2022.

- a. *Motion by Bill Powell, seconded by Matt Levin, to accept the FOC’s recommendation and approve an extension of the Treasurer’s hours for FY22 to a maximum of 250. Voting: all in favor– unanimous.*

At 5:39, Matt Levin made a motion to convene the Personnel Committee, seconded by Bill Powell.

4. New Positions, Professional Development Request

The General Manager discussed that the CVSWMD’s current Personnel Policy does not allow for staff who are on probation to be provided professional development opportunities, and that new staff – per the Personnel Policy – are on probation for their first six months. The General Manager requested that the EB allow the General Manager to provide new staff training opportunities prior to their six-month probationary period ending. The EB agreed, and asked that this be further looked at when the Personnel Policy currently under review comes back to the EB.

- a. *Motion by Bill Powell, seconded by Matt Levin, to allow the General Manager to approve and provide professional development opportunities to new staff and staff who are in new positions during their probationary period. Voting: all in favor– unanimous.*

5. Outreach Coordinator, Pay Range Request

The General Manager provided an update on recruitment for the open Public Relations and Outreach Coordinator position and requested approval from the EB to hire to the top of the

pay grade (grade 6) if an applicant has qualifications in excess of the requirements of the class; if there is a shortage of qualified applicants at the minimum rate; or qualified applicants decline employment at the minimum step.

- a. *Motion by Matt Levin, seconded by Bill Powell, to allow the General Manager to recruit and hire for the Public Relations and Outreach Coordinator position at up to the top of pay grade 6 for exceptionally qualified candidates. Voting: all in favor– unanimous.*

At 5:54pm, Bill Powell made a motion to adjourn the Personnel Committee, seconded by Matt Levin, and the Executive Board reconvened.

6. Investment Policy, Values Statement Discussion

The General Manager reviewed the memo provided to the EB that relates to value statements and value-based investing. The topic was first mentioned at the October Board of Supervisor's meeting when the Investment Policy was adopted. The FOC discussed the topic at their October meeting, and recommended that the EB review and discuss it prior to any investing taking place. Matt Levin will look into language used by other organizations. No action was taken.

7. CVSWMD January Board Retreat

The EB resumed their discussion from September regarding the annual retreat usually held in January for the Board of Supervisors. A retreat was not held in 2021 due to Covid-19. Members shared their concerns amid current high case numbers, and expressed no urgency for a January retreat. The General Manager will plan to bring legislative updates and our lobbyist Adam Necrason to the regular board meeting(s) to share information. The General Manager noted that CVSWMD's three-year strategic plan has expired, but the work on a new Plan can be revisited later in 2022 when case numbers are lower or an outdoor meeting venue may be accessible. The EB requested that staff bring to them in December an update on the HHW facility project.

8. The General Manager provided an update on Staff and District activity over the prior month

The special one-day, free computer and TV Saturday collection at the ARCC to celebrate America Recycles Day brought 125 attendees: nearly a third first-time ARCC visitors. 25 pallets of TVs, computers, monitors, printers and peripherals were collected, along with several pallets of other items (not free to recycle), and a total of \$450 was collected for those materials.

8. Other Old or New Business: None

At 6:31pm, Bill Powell made a motion to adjourn the meeting, seconded by Matt Levin, and the meeting so adjourned.



Respectfully submitted by Lisa Liotta