



Executive Board Meeting

Tuesday, June 18, 2019
137 Barre Street, Montpelier

Minutes

1. Chair Fred Thumm called the meeting to order at 5:30 PM; members Lee Cattaneo, Bill Powell, Matt Levin, and Peter Carbee were present. Staff member Cathleen Gent was also present.
2. **Agenda Revisions** – None
3. **Approval of May 21, 2019 Meeting Minutes** – *Lee Cattaneo made a motion to accept the minutes, seconded by Peter Carbee. No changes were made and the minutes were approved.*
4. **FY20 Merit & Performance Awards**- Cathleen Gent recapped for the EB that the approved FY20 budget includes a COLA of 1.7% for all staff and a merit/performance pool of 1.3% which will be awarded to staff who have made special contributions to the organization. The Executive Board expressed full confidence in the Interim General Manager to handle this matter.
5. **General Manager Transition**
 - a. **Interim General Manager** – Matt Levin noted that Fred Thumm appointed Cathleen Gent as the active General Manager, but that a formal action should be taken to appoint her. The EB reviewed the staff compensation schedule approved last fall for the General Manager minimum salary levels. *Motion was made by Matt Levin, seconded by Peter Carbee, to appoint Cathleen Gent as the Interim General Manager at a salary of \$64,000, effective as of April 19th, with the associated District benefits. The motion was approved unanimously.*
 - b. **Staffing** - Cathleen Gent reported that Operations Manager Charlotte Low has tendered her resignation, due to a pending move out of the country. Members of the EB expressed their appreciation for Charlotte's work with the District. Cathleen Gent reviewed the plan for moving forward: post and fill the position in the coming weeks; Cathleen will take on the general management duties of the position and will assign ARCC staff specific duties in addition to their current tasks. She will return to the Executive Board with an update in July. Cathleen also reported that a part-time employee is being hired at the ARCC. This position is different from other current positions. Fred Thumm said the EB will need to review and approve that job description.
 - c. **Hiring Process/Organizational Structure** – Cathleen Gent noted that there is an opportunity to look at the organizational structure at the same time that a new General Manager is hired. EB members agreed with that, and Lee Cattaneo added that a new General Manager may have valuable input regarding the organizational

structure. The Executive Board reviewed the General Manager job description and asked Cathleen Gent to check with Office Manager Barb Baird to ensure that the latest job description is used for the hiring process. The Executive Board also asked Cathleen Gent to solicit input over the next several days from staff regarding the “Assigned Duties” part of the job description. Cathleen will then move forward with the hiring process in keeping with the CVSWMD personnel policy.

The EB also discussed a letter from Bruce Westcott regarding matters regarding the end of his contract.

6. **Draft Vermont MMP 2019** - Cathleen Gent distributed a list of items from the draft MMP of note to CVSWMD. The EB briefly reviewed the list and discussed the MMP. The EB did not take any formal action, and asked Cathleen Gent to attend an upcoming public hearing, review the document and offer any comments on behalf of the District.
7. **540 N. Main Street and Facility Planning** – Cathleen Gent recapped a meeting with the Barre facility landlord. She plans to bring a draft lease extension document to the next Executive Board meeting. The Executive Board asked that staff focus on core operations in the coming weeks, rather than general facility planning.
8. **Accounts Receivable – Past Due** – Cathleen Gent reviewed the reports regarding past due accounts, with particular emphasis on a firm with a contract with CVSWMD. The Executive Board requested that Cathleen Gent review the terms of that contract and to add an agenda item with the FOC to discuss accounts receivables – past due.
9. **Adjournment** – *At 6:35 PM, Bill Powell offered a motion to adjourn, seconded by Matt Levin. The motion was approved unanimously.*



Respectfully submitted by Cathleen Gent