



**Executive Board Meeting
August 17, 2021**

Minutes

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

- *Peter Carbee absent*

Others present by Zoom: staff members Lisa Liotta (General Manager), Brenna Toman (Operations Manager/Assistant General Manager)

1. Chair Fred Thumm called the meeting to order at 5:34 PM.
2. Agenda Revisions: None
3. Approval of Special Meeting Minutes: July 15, 2021 –
 - a. *Motion to approve by Lee Cattaneo, seconded by Bill Powell. Voting: all in favor– unanimous.*

At 5:37 pm, motion to convene as Personnel Committee by Lee Cattaneo, seconded by Bill Powell. Voting in favor – unanimous.

4. Personnel Policy

The EB reviewed the draft policy which has been reviewed by legal counsel.

The EB discussed language in the policy related to conduct by board members in relation to Prohibition of Discrimination, Harassment and Other Unlawful Behavior (page 15). The EB's opinion was that the language should stay in, and they discussed that a code of conduct could be developed for board members to sign. Staff will reach out to VLCT for guidance.

The EB requested that staff consult with VLCT on a number of points and review any language that the Vermont League of Cities and Towns (VLCT) may have regarding the following, and to bring the draft policy with amendments back for review in September:

1. Sick/Personal Leave, and a combined time off (CTO) protocol
 2. Review federal and state law regarding employee breaks and add conventional language such as whether breaks are required, or required to be offered.
 3. Review language regarding payout of vacation time at termination of employment.
5. Personnel Committee, Executive Session

At 6:27PM, Bill Powell made a motion to enter executive session for the purpose of discussing personnel issues that premature general knowledge would place the person or this body at a disadvantage, seconded by Lee Cattaneo. The EB left executive session at 7:04PM.

Upon leaving Executive Session, the Committee took action on the following:

Bill Powell made a motion for the General Manager to consult with Hickock and Boardman to revise the ARCC Program Coordinator position and to conduct a compensation study for added responsibilities, seconded by Lee Cattaneo – voting in favor, unanimous.

Bill Powell made a motion that the General Manager consult with legal counsel and obtain advice regarding a personnel issue, seconded by Lee Cattaneo – voting in favor, unanimous.

6. HHW Facility Update – Lisa Liotta provided an update to the EB regarding the NBRC Economic Development grant, which was not awarded to the District. Feedback from the Program Manager was that while the application was greatly improved over the prior year, the District’s application was the first runner-up. Staff will continue to look for additional grant funding, however no additional grants or appropriations have been applied for at the present time.
7. General Manager’s Update – The EB was provided the update in their packets, no discussion took place.
9. Other Old or New Business: None
10. Adjourn – *At 6:50 PM, Matt Levin made a motion to adjourn the meeting, and the meeting so adjourned.*



Respectfully submitted by Lisa Liotta