



**Executive Board Meeting
July 15, 2021**

Minutes

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

Others present by Zoom: staff members Lisa Liotta (General Manager), Jon Udis

1. Vice-Chair Lee Cattaneo called the meeting to order at 6:08 PM.
2. Agenda Revisions: None
3. Approval of Meeting Minutes: June 15, 2021 –
 - a. *Motion to approve by Peter Carbee, seconded by Jon Udis. Voting: all in favor–unanimous.*
4. Personnel Policy, Update

Liotta shared that the draft Personnel Policy that the EB had reviewed in April and was sent for legal review in May has not yet been returned. Staff recommend a number of new changes to the Policy that were discussed by the EB:

- a) Juneteenth as a new paid holiday: as this is a newly-declared federal holiday and the District has previously followed the State of Vermont in recognizing holidays, this will be taken up after the State determines whether the holiday will be recognized for State employees.
- b) Employee Benefits, effective date: The proposed change is to specify that benefits such as life and health insurances should take effect the first of the month following the first date of employment will be added to the draft Personnel Policy and have legal review.
- c) Medicare and Medicare Supplement: The proposed change is to specify in this section (in accordance with other language in the policy that benefits are pro-rated for less-than-full time employees) that the District's payment for premiums and reimbursement levels will be pro-rated. The EB asked to also add language specifying that if an employee who is eligible for Medicare does not enroll, the employee may lose benefits as the District will not continue to pay non-Medicare health insurance premiums past the employee's 65th birthday. Language will be added for legal review.
- d) Sick or Personal Leave: The proposed change is to reduce the number of days allowed annually for personal time from five to three, to specify that the allowance shall be pro-rated for part-time employees, but the reasons for which personal time may be used are more flexible. Language will be added for legal review.
 - The EB suggested that the general manager research a Combined Time Off (CTO) model and bring recommendations back at a later date.

No action was taken.

5. Personnel Committee, Executive Session

At 6:20 PM, Matt Levin 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. The EB left executive session at 6:28 PM.

No action was taken.

6. HHW Facility Update

Liotta provided an update of the HHW facility project as detailed in the memo provided in the packet. The EB discussed the District's focus in communicating with our residents and municipalities in relation to the project, and that staff continue their work to keep the project moving forward.

No action was taken.

7. General Manager's Update

Liotta shared with the EB that the general manager's financial plan is complete and will come to the Financial Oversight Committee's July meeting. Also, as FY21 has ended and final invoices and payables for the Additional Recyclables Collection Center are processed, it appears that its Net Program Expense (NPE) will meet its goals established by the BOS two years ago, with a NPE reduction of ~\$25,000 in FY21 over FY20 and FY19.

9. Other Old or New Business: None

10. Adjourn – *At 6:11 PM, Matt Levin made a motion to adjourn the meeting, and the meeting so adjourned.*



Respectfully submitted by Lisa Liotta