



**Executive Board Meeting
March 16, 2021**

Minutes

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

Others present by Zoom: staff members Lisa Liotta (General Manager) and Cathleen Gent

1. Chair Fred Thumm called the meeting to order at 5:36 PM.
2. Agenda Revisions – Staff requested reordering a number of agenda items.
3. Approval of Meeting Minutes: February 16 – *Motion to approve by Bill Powell, seconded by Lee Cattaneo.* Powell offered changes related to the FY21 financial audit proposal review committee. *Voting: all in favor for the minutes as amended – unanimous.*
- 4, 5, and 7. Staff requested that those items be taken up by the Personnel Committee.
 - Treasurer Recruitment
 - Status of Hiring Operations Manager/Assistant General Manager
 - Bookkeeper Position

At 5:41, Bill Powell made a motion to convene as the Personnel Committee and to enter executive session as the Personnel Committee for the purpose of conducting personnel business and that premature general public knowledge would clearly place the public body or person(s) involved at a substantial disadvantage. The motion included Cathleen Gent and Lisa Liotta as being present. Seconded by Lee Cattaneo, approved unanimously. The Personnel Committee convened and entered executive session.

At 6:30 PM, Peter Carbee made a motion to leave executive session and reconvene as the Executive Board, seconded by Bill Powell, and approved unanimously.

The Executive Board took the following actions:

Treasurer position: The treasurer position is a Board appointed position. An internal review committee recommended hiring the current bookkeeper, Erin McCullough, as the treasurer. In addition, the position description has been revised.

- a. *Motion by Lee Cattaneo, seconded by Bill Powell, that the Executive Board recommends to the full Board that Erin McCullough be appointed as Treasurer during the April Board meeting. Voting: all in favor – unanimous.*

The Executive Board requested staff to ask Kathie Felch to stay on with CVSWMD for one month (April and early May) to assist in training the new treasurer. No formal action was taken on this request.

- b. *Motion by Bill Powell, seconded by Lee Cattaneo, to approve the proposed changes to the Treasurer job description. Voting: all in favor – unanimous.*

Operations Manager/Assistant General Manager – As specified in the Personnel Policy, the Executive Board must approve any salary above the minimum salary rate, for a number of specified reasons including shortage of qualified candidates, in the best

interests of the district, etc. *Motion by Lee Cattaneo, seconded by Bill Powell to authorize staff to hire the Operations Manager/Assistant General Manger at an hourly rate up to \$27.74 per hour (midpoint for Grade 9). Voting: all in favor – unanimous.*

The Executive Board requested staff to begin recruiting for the bookkeeper position at 20 hours a week, as currently configured. No formal action was taken.

6. Updates to the Personnel Policy – In the interest of time, the Chair tabled this item.
8. COVID-19 Vaccination Policy - Lisa Liotta reviewed memo regarding alternative protocols considered by employers for COVID-19 vaccinations, noting that the Executive Board members have expressed concern about offering incentives for COVID-19 vaccines because incentives must be equitable for all employees, without exclusions for medical or religious exemptions. Liotta said that staff are recommending that staff be granted one additional sick day and be encouraged to get a vaccine. The sick time could be used for any illness, as defined in the personnel policy. Executive Board members discussed various potential mechanisms for this, such as CTO, which CVSWMD does not currently offer, and managing this in the payroll system. *Motion by Bill Powell, seconded by Matt Levin, to recommend to the full Board that all permanent staff be granted one additional sick day (prorated for part-time staff) to be used by September 30, 2021, in consideration of temporary illness from a COVID-19 vaccine, but to be used by the employee as needed for any illness. Voting: All in favor – unanimous.*

Matt Levin left the meeting at 6:52 PM.

9. FY21 Financial Audit Firm Recruitment – Gent discussed the status of the recruitment for a firm to do the FY21 (and future years) financial audit. Almost all members of the review committee have reviewed and ranked the proposals. The Executive Board encouraged the review committee to proceed with interviewing the top-ranking firm(s) and bring a recommendation to the full Board for the April meeting, if possible. No formal action was taken.
10. General Manager Orientation and Succession Activities – Lisa Liotta and Cathleen Gent very briefly reviewed the status of the general manager orientation and related activities.
11. New and Old Business – Cathleen Gent suggested that, with Vermont legislative activities fully underway, it would be good to update the full Board as to current bills and the possible need for the board to consider taking formal positions for specific bills. Staff will reach out to see whether Adam Necrason is available, and will nevertheless will put this on the agenda for the Board April meeting.

The Executive Board decided to hold a special meeting for the purpose of discussing changes to the Personnel Policy. Staff will send out a poll to find a date and time.

12. Adjourn – *At 7:17 PM, Bill Powell made a motion to adjourn the meeting, and the meeting so adjourned.*



Respectfully submitted by Cathleen Gent