



**Executive Board Meeting
September 21, 2021**

Minutes

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

Others present by Zoom: Lisa Liotta (General Manager

Chair Fred Thumm called the meeting to order at 5:35 PM.

1. Agenda Revisions: General Manager Lisa Liotta requested that the EB enter Executive Session after item 6 on the agenda to discuss a personnel matter.

2. Approval of Executive Board Meeting Minutes: August 17, 2021 –

a. Motion to approve by Bill Powell, seconded by Lee Cattaneo. Voting: all in favor– unanimous.

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

3. Personnel Policy, Employee Breaks

The EB reviewed and discussed the memo provided by the General. The EB agreed to review proposed Policy revisions at a future meeting that would define 35 hours as full-time status, discontinue paid employee lunch breaks, and to adjust hourly rate of pay and leave accruals to equal employee's current total compensation and benefits when the change would occur.

a. Motion by Matt Levin, seconded by Bill Powell, for the General Manager to bring the proposed changes to Staff for discussion and review, then to add draft language to the Personnel Policy and bring to legal for review, and bring back to the EB for consideration. Voting: all in favor– unanimous.

4. ARCC Manager Job Description

The EB reviewed and discussed the memo and compensation study provided in the packet related to a new ARCC Manager Job Description. The ARCC Manager position would replace the ARCC Coordinator position by essentially adding supervisor/manager responsibilities to the ARCC Coordinator position.

a. Motion by Bill Powell, seconded by Peter Carbee to recommend that the Board of Supervisors approve the new ARCC Manager job description as presented. Voting: all in favor– unanimous.

5. Vacant Staff Positions, Hiring Plans, New Organizational Chart

The General Manager reviewed the memo provided in the packet that discusses vacant positions, hiring plans, how creating a new ARCC Manager position (to replace an ARCC

Coordinator Position), and hiring a Public Relations and Outreach Coordinator (to replace the vacant Outreach and Education Manager) would require changes to the Organizational Chart. The General Manager noted that changes to these two positions would not increase the budgeted amount for staffing, nor would it increase staffing levels.

The EB suggested that Board-approved job descriptions be reviewed annually during staff evaluations and are updated by the GM to remain current. The EB requested that the Personnel Committee be periodically apprised of these changes.

- a. *Motion by Peter Carbee, seconded by Bill Powell to recommend that the Board of Supervisors approve the position change from Outreach and Education Manager to Public Relations and Outreach Coordinator per the revised job description, and that compensation be at Grade 6 on CVSWMD's compensation schedule. Voting: all in favor– unanimous.*
- b. *Motion by Peter Carbee, seconded by Bill Powell to recommend that the Board of Supervisors approve the revised Organizational Chart as presented. Voting: all in favor– unanimous.*

At 6:25 pm, Lee Cattaneo made a motion to enter Executive Session to discuss a personnel matter, seconded by Peter Carbee. Voting: all in favor– unanimous. The EB left executive session at 6:37pm. No action was taken.

At 6:37 pm, the Personnel Committee reconvened as the Executive Board

6. January Board of Supervisor's Annual Retreat

The EB discussed plans for the Board's annual retreat, which has been held on a Saturday in January in prior years. There is a need for the Board to update the Strategic Plan, to include a future HHW facility. The EB expressed concerns related to the ongoing Covid-19 pandemic, and whether meeting in-person is advisable due to variants of the virus that have emerged, and may yet emerge in coming months. The EB will take up the discussion again in November.

7. General Manager's Update

The EB expressed appreciation for the monthly updates provided by the General Manager, and agreed with the General Manager that one monthly update to the EB is preferred.

- a. *Motion by Bill Powell, seconded by Fred Thumm that the General Manager suspend the monthly General Manager's update provided to the FOC. Voting: all in favor– unanimous.*

At 6:50pm, Bill Powell made a motion to adjourn the meeting, and the meeting so adjourned.

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.

8. 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.
9. 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