

**Meeting of the Executive Board of the Central Vermont Solid Waste  
Management District  
Monday, January 19, 2016  
5:30 CVSWM Offices – 137 Barre Street**

**DRAFT MINUTES**

1. Convene the Meeting: Lee Cattaneo convened the meeting at 5:30 PM with Ginny Callan, Bill Powell, Charles Sandlin [by phone], Cathleen Gent and Leesa Stewart attending. Leesa Stewart taking notes.
2. Approval of the Minutes of the December meetings: Bill Powell made a motion to approve the minutes of the December meetings. The motion was seconded. All members supported the motion.
3. Recommend Facility Business Plan to Board of Supervisors: Leesa Stewart and Cathleen Gent reviewed the facility business plan. The EB requested an executive summary that was one page in length. The EB requested a number of additional edits and clarifications. Bill Powell made a motion to recommend the facility business plan, with the requested edits to the Board of Supervisors at their February 3 meeting. The motion was seconded and unanimously approved.
4. Personnel Matter- Financial Audit Material Deficiency: The Executive Board discussed a recurrent material deficiency, relating to a lack of consistent application of controls relating to timesheets. This deficiency has appeared on the financial audit for the past two fiscal years. Leesa Stewart discussed management challenges in addressing this deficiency. Among these challenges are that written reprimand has been ineffective. Such reprimand has in the past resulted in individual staff, after being reprimanded, engaging in public impertinence, or representing the General Manager as excessively demanding to board members. The General Manager stated to cure this deficiency the organization will need to be prepared to engage the constructive discipline policy up to and including suspension without pay and/or dismissal of staff for excessive tardiness, no call no show, not adhering to their established schedule and not following district policies around flextime. The General Manager stated there have been informal and formal, verbal and written reprimand relating to adherence of these organizational policies and the final steps in attempting to cure are suspension without pay and dismissal. The Executive Board directed the General Manager to discuss the material deficiency, and the challenges in remedying the deficiency with the Chair of the Board, and draft a letter directing correction of the matter and advise staff that moving forward the personnel policy would be enforced up to and including suspension without pay and dismissal.
5. General Manager Search: The EB moved into executive session at 6:50 PM to discuss the search for a new General Manager. The EB exited Executive Session at 7:06 PM. No action was taken.
6. Outstanding Tasks: Leesa Stewart discussed several outstanding tasks the organization had been working to complete and asked the EB to assist in prioritization of these items before she transitions away from the CVSWM in May. The EB provided direction as follows.
  - a. Charter Revision: Charter revision will be put on hold pending review of the Charter by the POC.
  - b. Compensation Plan Revision: Leesa noted that it was the recommendation of the former Treasurer, Peter Anthony, and herself that the plan be market driven and updated regularly. The last complete update occurred when the plan was adopted

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in 2010. Leesa stated she could work on a compensation plan update before she transitions or the organization could go out to RFP for an update after she transitions. The EB directed Leesa Stewart to work to update the compensation plan before she transitions.

- c. Bookkeeper position description: Leesa Stewart discussed the Bookkeeper's position description. Leesa stated that while the Board created the position in 2007 (before she was hired by the CVSWMD) there apparently has never been a job description for the Bookkeeper. Leesa also mentioned that she had proposed a Human Resources Assistant position for the coming year; however, some of the work of such an assistant might be appropriate for a Bookkeeper. Leesa will recommend a position description to the EB at their next meeting.
  - d. Surcharge and Ordinance Revision: The CVSWMD intern will continue working on ordinance revision.
7. Schedule Meeting with Mike Casella: The Executive Board agreed to meet with Mike Casella regarding an outstanding surcharge matter at their next regular meeting.
  8. Adjourn: The meeting adjourned at 7:22 PM.