



Convene meeting: Chair Lee Cattaneo convened the meeting at 5:30 PM with committee member Matt Rouleau in attendance. Brenna Toman took minutes.

1. **Revisions to Agenda:** Officer elections and scheduled meeting time was added to the end of the agenda.
2. **Approve Meeting Minutes –May 6th, 2020:** *Matt Rouleau made a motion to approve the minutes of the May 6th meeting. There were no proposed changes and the minutes were passed unanimously.*
3. **Revision to the Draft CVSWMD 2020 SWIP:** Staff recommended changes to the 2020 SWIP that include provisions for certain in-person SWIP activities in the case of a state or federal emergency, such as COVID-19. *Motion by Lee to recommend that the full board approve the CVSWMD 2020 SWIP as amended. The motion was seconded by Matt and approved unanimously.*
4. **FY20 and FY21 POC Annual Work Plans:** Lee emphasized the need to prioritize completing the administrative policies task, and provided a template for a 'continuity of operations' plan to aid with completing the policies document. Staff plans to bring the updated document to the POC in September 2020.
5. **Plan joint meeting with the FOC:** Cathleen Gent will send a doodle poll for late July/early August for this meeting.
6. **Availability for summer meetings:** Staff expect several items to be brought to a July meeting of the POC. Members expect to be available for this meeting.
7. **Officer Elections:** *Matt made a motion to appoint Lee Cattaneo as Chair of the POC. The motion was seconded by Lee and approved unanimously.*
8. **Meeting Schedule:** *Matt made a motion to continue meeting at 5pm on the 1st Wednesday of the month. The motion was seconded by Lee and approved unanimously.*
9. **Adjournment** – Matt Rouleau made a motion to adjourn, seconded by Lee Cattaneo. The meeting adjourned at 5:53 PM.

Respectfully submitted by Brenna Toman