



**PERSONNEL COMMITTEE MEETING
REMOTE MEETING
Monday, November 30, 2020
3:30 p.m.**

MINUTES

1.0. CALL TO ORDER

- Meeting called to order at 3:33pm

2.0 ROLL CALL

- Board Members Present: Barbara Burkey, Leslie Bates

3.0 PUBLIC PARTICIPATION NON-AGENDA ITEMS

- None.

3.0 INFORMATION/DISCUSSION

**3.1 Review Employee Handbook Sections 4.4 - 4.6
Vacation and Holiday Leave**

- Carly Wells gave an overview of the proposed changes which include tracking all PTO in the accounting software as well as having a payout at the end of the year if an employee has their vacation cap exceeded.
- Bates and Burkey will recommend the new policy to be brought to the next regular board of directors meeting and requested to have the costs associated with the policy presented as well. The policy will also be brought to the finance committee prior to being to the Regular board meeting.

4.0 ADJOURNMENT

- Meeting adjourned at 3:52pm