

Regular Board of Directors Meeting

December 21st, 2016

LCATV Studio

Creek Farm Plaza, Colchester, VT

Board of Directors in Attendance: Ken Rocheleau (KR), Dick Pecor (DP), Bob Sekerak (BS), Carol Jones (CJ), Bob Shea (BShea) and Curt Taylor (CT).

Staff in Attendance: Kevin Christopher (KC)

1. Call to Order: 5:30 PM

2. Approval of Agenda

Motion to approve by CJ, 2nd by BS, passed unanimously

3. Public / Board Member / Staff Comment

None

4. Approval of Minutes for 10/27/16 meeting

Motion to approve by CJ, 2nd by BS, passed unanimously

5. Executive Director's Report

KC had nothing to Report

6. Treasurer's Report

CJ reported that "The books are in balance. We're in a strong financial position. And that's all I got."

7. Old Business

a. Fiscal Year 2017 Budgets – Ratify

KC recapped the email exchange approving the FY17 budget: KR made the email motion to approve the capital budget. CJ seconded and everyone voted approval by email. The purpose of a vote now is to ratify the action taken by email.

Motion to ratify by CJ, seconded by KR, passed unanimously

8. New Business

a. 2017 Board of Directors Appointments

KC explained that no action needs to be taken right now, but decisions do have to be made next month. KC provided information on the current directors' term expirations. Those whose terms expire in January of 2017 are:

- Dick Pecor
- Bob Sekarak
- Curt Taylor
- Bob Shea

There are five open seats: two from Georgia, Fairfax and Westford and three from South Hero, Grand Isle and North Hero.

Bob Shea, Bob Sekarak and Curt Taylor stated that they would like to stay on as directors. This will be an action item on the next agenda.

a. Employee Handbook – First Reading

Several directors remarked that they would like the document in hard copy for ease of reviewing.

KC explained some recent changes.

Mileage Rates - There was some discussion regarding a suggestion to change the mileage rates for reimbursing field producers and full-time staff. The current reimbursement is \$.25 for field producers and \$.54 for full-time staff. Federal guidelines have decreasing to \$.535 per mile.

Motion by BShea to have all mileage reimbursements at the federal level. Seconded by CJ. Passed unanimously.

Family and Medical Leave - KC explained that the benefit of paid leave is not available until an illegible employed has worked for 12 months (1250 hours). Directors agreed that this was reasonable.

Military Leave and Reinstatement of Benefits – Discussion ensued concerning whether a policy could be properly reinstated if a person on military leave decides to only cover their family after the 30-day period during which LCATV maintains the policy. KC will look into this and report back.

Motion to Party by CJ, seconded by BS. Ignored.

Requests for References – What information should be given out when a reference is requested? Should there be any subjective statement as to the employee’s performance? The directors decided to think about this and discuss it at another meeting.

Background Checks – KC noted that there is no mention of background checks in the handbook. He stated however that within the hiring process a potential employee consents to a background check. At that time the procedure can be explained. So the procedure need not be in the Employee Handbook as well. The directors concurred.

KC would like finalize the language in handbook by January 21st. Only a second reading is required so this can be accomplished at the next meeting.

9. Executive Session (if needed)

None required

2. Adjournment to Holiday Reception: 6:05 PM

a. Motion to adjourn by BS, seconded by BShea, passed unanimously

Respectfully Submitted on December 28th, 2016

by Curt Taylor - Secretary