

# Regular Board of Directors Meeting

September 27<sup>th</sup>, 2016

Lister's Conference Room – Milton Municipal Offices  
43 Bombardier Road, Milton, VT 05468

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

**Staff in Attendance:** Kevin Christopher (KC)

**1. Call to Order: 5:38 PM**

**2. Approval of Agenda**

**Motion to approve by CJ, 2<sup>nd</sup> by BS, passed unanimously**

**3. Public / Board Member / Staff Comment**

DP stated that the Colchester Community Development Corporation (CCDC) is having a legislative candidate's forum at the Elley / Long center in the Fort in Colchester, 5:30 October 5<sup>th</sup>. LCATV will be live streaming the event.

**4. Approval of Minutes for 9/1/16 meeting**

**Motion to approve by CJ, 2<sup>nd</sup> by BS, passed unanimously**

**5. Executive Director's Report**

KC noted that LCATV has been planning election forums. Colchester and Westford forums will be at the studio. Milton, Fairfax and Georgia will be at the Milton Municipal Offices and North Hero Community Hall will have the Islands' forums. The forums will be held on October 19<sup>th</sup>, 20<sup>th</sup> and 24<sup>th</sup> with information going out in the next several days.

LCATV will be partnering with the Milton Historical Society for a production on the history of auto racing in Milton. Milton is working with the Shelburne Museum on a large permanent exhibit for next spring.

**6. Treasurer's Report**

**Balance Sheet**

CJ reported no new business, just the open question on the proper classification of Office Equipment purchases. KC stated that there has been no progress on this issue but hopes to get to it next week.

KC did not report on financials but stated that there has been no significant change since the previous report.

**7. Old Business**

**a. Personnel Committee**

The Personnel Committee (CJ, DP and KR) had a productive meeting discussing various algorithms for fair compensation of employees. The committee first came up with how

much money might be used for raises by averaging amounts used for prior post-recession years. Pre-recession years' raises were more substantial. That average was \$5,200 for raises and \$2,350 for bonuses. DP explained that his perspective was from the point of view of how much purchasing power each raise amounted to. Special circumstances skewed the yearly numbers. This way the increase is seen as \$18, \$19 or \$20 a week, rather than a yearly percentage.

KC reviewed the new requirements of the Fair Labor Standards Act (FLSA) changing the classification of exempt and non-exempt employees. This will have an impact on LCATV compensation. See the minutes of the September 1<sup>st</sup> meeting for more information.

The amount used for raises impacts the amount left over for possible gifts or scholarships to the LCATV communities.

**b. The Employment Offer Letter**

KC explained the proposed Employment Offer Letter that will replace the contracts currently in use for LCATV's five full-time employees.

Bob S suggested that a heading be added to the Offer Letter identifying it as such. The letter also needs a place for the Board Chair and KC to sign. KC's Offer Letter will need only the Board Chair's signature. Bob S also suggested language stating that a new Offer Letter supersedes any previous offers. The Offer Letters will be issued once per employee with a new letter only required if there is a job change. Changes in salary do not require the re-issuing of an offer letter.

**KR moved that the Offer Letter be accepted with the changes specified. CJ seconded the motion and it passed unanimously.**

**c. Forty vs 37.5 hour weeks**

Kevin is a 40 hour per week employee, the other are four full-time employees are 37.5 hours a week. Should this be changed? After considerable discussion the decision was made to keep things the same but to 'manage the overtime.' The non-exempt three full-time employees will be collecting time-and-a-half hourly pay. KC's recommendation was to monitor the issue over the course of a year and then determine if a problem exists. All employees will begin using timesheets next week.

**d. Length of Pay Period**

Overtime rules apply pay-period to pay-period which is currently one week at a time. The suggestion has been made that a two-week schedule might allow more flexibility within the pay-period, essentially allowing comp-time within the two weeks. After some discussion the decision was made to, again, stick with things the way they are and see how it works out.

**e. Time period of new compensation**

KC wanted to know if raises and compensation reflected in the Offer Letters to be signed by October 1<sup>st</sup> would be in effect for the entire 15 months needed to synchronize the compensation year with the fiscal year. The Personnel Committee replied that is so.

**f. NFP's HR proposal**

The Board considered the proposal by NFP to manage LCATV's HR requirements. The proposal could be broken down into two portions: 1) the production of an Employee Handbook (\$1,500) and WRAP Document (\$350) and 2) the continuing maintenance of HR records and management of employees on-boarding and off-boarding the organization (\$4,620/yr). The WRAP document describes the benefits LCATV offers. CJ was of the opinion that such a document could be easily produced on our own. KC's recommendation was to use NFP to get us up to speed and then finance one year of their service to better understanding what is involved.

**Bob S moved that NFP be contracted to bring LCATV up to speed by putting together the Employee Handbook and WRAP document but not for on-going HR needs. CJ seconded the motion. BS voted No, all other voted Yes. The motion passed.**

**8. Executive Session**

**BS moved that the Board go into executive session to discuss salary issues. KR seconded. The motion passed unanimously.**

The board entered executive session at 6:50 PM.  
KC was invited to attend the executive session.

**Bob S moved to return from executive session. CJ seconded. The motion passed unanimously.**

The Board returned from executive session at 7:15 PM

**Motion by KR to accept the salaries and benefits as recommended and discussed during executive session. CJ seconded. The motion passed unanimously.**

**9. Adjournment: 7:17 PM**

**Motion to adjourn by CJ, seconded by BS, passed unanimously**

Respectfully Submitted on October 1<sup>st</sup> 2016,

Curt Taylor - Secretary