

## EXECUTIVE COMMITTEE MEETING

Tuesday December 19, 2023

5:30 p.m. Virtual Meeting

**Attendance:** William Irwin, Kirk Waite, Lori Ruple, Barclay Morris, Bob Buermann, Sarah Hadd, Catherine Dimitruk (staff) excused: Peter Zamore, Andy Alling

*Chair W. Irwin called the meeting to order at 5:31 PM.*

### 1. Adjustments to the Agenda

There were no adjustments to the agenda.

### 2. Executive Director Updates

C. Dimitruk updated the committee on the legislative studies required of the regional planning commissions. In discussion, K. Waite asked about the Act 250 benefits, and whether any would be available to our smaller communities. C. Dimitruk provided some examples of potential benefits. C. Dimitruk provided an overview of Personnel Policy updates, including changes to the harassment laws, and proposed changes to holiday time. C. Dimitruk provided an update on a personnel management issue from last week. She noted the audit has completed final internal review. K. Waite and B. Morris discussed the finance committee's plan to review the audit prior to the January Board meeting.

### 3. Schedule of Benefits

C. Dimitruk provided an overview of the proposed change for tuition and training reimbursement. W. Irwin asked for clarification for the non-credit trainings. B. Morris suggested and the committee discussed the option of limiting the number of courses or credits. The Personnel Policy section on professional development was reviewed. K. Waite noted that the Personnel Policy covered the training NRPC decides an employee needs, the benefits policy covers training an employee wants. L. Ruple clarified it is a two-step process- get permission from Exec Director then get reimbursed upon successful completion. Several Committee members noted it was a good benefit that employees will appreciate. Committee members discussed whether to adopt now or get Personnel Committee review. L. Ruple noted that it was OK to adopt tonight and Personnel Committee can review for any amendments, including whether to limit the number of credits/courses.

B. Buermann moved to adopt the proposed Tuition and Training Reimbursement addition to the NRPC Summary of Benefits. L. Ruple seconded. Motion carried.

### 4. Personnel Policy Updates

C. Dimitruk had provided most of the update at the Executive Director report. L. Ruple will schedule a Personnel Committee meeting. Executive Committee members noted that they would like to see the proposed changes prior to presentation to the Board. This will happen in January or February depending upon timing.

### 5. Member and staff announcements

None.

*K. Waite moved to adjourn the meeting. B. Morris seconded. The meeting adjourned at 6:20 PM.*