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**Northwest Communications Union District
Executive Committee Regular Meeting
January 8, 2025, at 10:00am
Hybrid Meeting**

Attendance

Mary Kay Raymond (Ops PM), Chasidy Benjamin (Admin, Clerk), Zachary Burdick (Georgia, Chair), Cathy Ainsworth (Fairfield, Vice Chair), Matthew Stebbins (Sheldon, Member at Large), Denise Sullivan (Treasurer)

Call to Order, Roll Call, Adjustments to Agenda

Chair Z. Burdick called the meeting to order at 10:08am, a roll call was conducted, and a quorum was present to conduct business. There were no adjustments to the agenda.

Public Comment

No members of the public present, therefore no public comment.

Approval of Minutes 12/11/24

Z. Burdick motioned to approve 12/11/24 minutes. C. Ainsworth seconded. Motion carried.

Annual Policy Review

Z. Burdick suggested that we add some clarification to our PTO section in our personnel policy regarding how we pay out unused PTO upon termination of employment and provide some additional clarity on how PTO is earned.

A brief discussion took place about this. Z. Burdick confirmed we will work to modify this portion of the personnel policy and bring it to the Governing Board for approval.

Z. Burdick also stated that there is a Vermont law where if an employee is terminated from a company there is a set timeframe for when you need to pay them out for unused PTO, so we want to ensure that our personnel policy reflects this.

D. Sullivan indicated that we must ensure that our policies follow Vermont state law for document retention. She stated that this is something that she is currently looking into as part of our audit compliance process, and it needs to be part of our systems and controls.

Z. Burdick agreed and asked if anyone else had anything to discuss related to policies. He stated that he will work with Chasidy and get this set up for our April Governing Board meeting for approval.

Operational Update

Z. Burdick motioned to enter Executive Session including NWFY Staff to review further Operational Update details whereas premature general public knowledge regarding the related Operational Update details would clearly place the public body, or a person involved at a substantial disadvantage. C. Ainsworth seconded. Motion carried.

Z. Burdick reported that the group had a discussion regarding Operational Update details but noted that no action was taken in Executive Session other than to end Executive Session.

49 **Other Business**

50 None.

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52 **Adjourn**

53 *Z. Burdick motioned to adjourn. C. Ainsworth seconded. Motion carried.*

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55 Meeting adjourned at 10:42am.

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DRAFT