

1 **Northwest Communications Union District**
2 **Executive Committee Regular Meeting**
3 **May 8, 2024, at 10:00am**
4 **Virtual Meeting**
5

6 **Attendance**

7 Mary Kay Raymond (Ops PM), Chasidy Benjamin (Admin, Clerk) Brad Lewis (Business and Finance
8 Manager, Treasurer), Zachary Burdick (Georgia, Chair), Cathy Ainsworth (Fairfield, Vice Chair), Ken
9 Millman (Alburgh, Member at Large)

10
11 **Call to Order, Roll Call, Adjustments to Agenda**

12 Chair Z. Burdick called the meeting to order at 10:22am, a roll call was conducted, and a quorum
13 was present to conduct business. There were no adjustments to the agenda.
14

15 **Public Comment**

16 No members of the public present, therefore no public comment.
17

18 **Approval of Minutes 04/10/24**

19 *Z. Burdick motioned to approve 04/10/24 minutes. K. Millman seconded. Motion carried.*
20

21 **Financial Review**

22 B. Lewis asked the committee if they had any questions on the financial statements that were given
23 to them to review prior to the meeting.

24 The committee stated that they have no questions.

25 B. Lewis stated that NWFx staff submitted an invoice to draw down the remainder of our funds from
26 the H360 grant.

27 **Personnel (executive session)**

28 *Z. Burdick motioned to enter Executive Session excluding NWFx Staff to review further Personnel*
29 *details whereas premature general public knowledge regarding the related Personnel details would*
30 *clearly place the public body, or a person involved at a substantial disadvantage. C. Ainsworth*
31 *seconded. Motion carried.*
32

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

35
36 *C. Ainsworth motioned to hire Brad Lewis as the full-time NWFx Business and Finance Manager. K.*
37 *Millman seconded. Motion carried.*
38

39 Z. Burdick stated that they discussed implementing a time tracking solution for NWFx staff. With
40 upcoming grant requirements, we want to ensure we can track staff time in a way we can report
41 out. The categories will be discussed at a later date, but staff should start tracking now. This will
42 also help determine employee workload, capacity, and compensation in the future.
43

44 Z. Burdick stated that Cathy has offered to set up a leadership training for NWFx staff and the
45 Governing Board representatives.
46

47 **Operational Update (executive session)**

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

52

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

55

56 **Other Business**

57 C. Benjamin reminded everyone of the Governing Board's annual meeting on May 14th at 6pm.

58

59 C. Benjamin also let the committee know that some GWI staff will be attending our Governing
60 Board meetings and Executive Committee meetings going forward.

61

62 B. Lewis stated that the financial audit is still ongoing. Brad and Chasidy met with the auditors last
63 week to discuss.

64

65 **Adjourn**

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

67

68 Meeting adjourned at 11:40am.

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