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**Northwest Communications Union District
Executive Committee Special Meeting
July 13, 2022 at 12:00pm
Virtual Meeting**

Attendance

Sean Kio (ED), Chasidy Benjamin (Admin), Zachary Burdick (Georgia, Chair), Elisabeth Nance (Swanton Town and Swanton Village, Clerk), Cathy Ainsworth (Fairfield, Vice Chair), Ken Millman (Alburgh, Member at Large)

Call to Order, Roll Call, Adjustments to Agenda

Chair Z. Burdick called the meeting to order at 12:02pm, a roll call was conducted and there were no adjustments to agenda.

Public Comment

There were no members of the public present, therefore no public comment.

Approval of Minutes 6/15/2022

K. Millman motioned to approve 6/15/2022 minutes. C. Ainsworth seconded. Motion carried.

Document OPSEC

S. Kio stated that we need to decide on a policy to identify which of our documents are public and confidential. S. Kio provided an update to the committee that he is looking into a program through Microsoft 365, but you must start the document labeling from scratch. We will need to go through and determine what documents should be classified as public and confidential. Staff is actively working through a solution and determining what the most effective process will be.

Code of Conduct

S. Kio shared the Code of Ethics draft via shared screen with the Executive Committee. He asked for their thoughts and comments. The Executive Committee agreed that it should be signed annually by each board member. S. Kio made changes to the document as the committee suggested. There was a brief discussion regarding attendance from the board members and S. Kio asked the committee again to find town alternates and to brainstorm how to boost attendance. The Executive Committee agreed the Code of Ethics is ready to bring to the full Governing Board at the next meeting.

Board Report Draft

S. Kio sent the Executive Committee a draft of the monthly report that will be provided to all board members. The Executive Committee reviewed the draft for the monthly board updates and agreed that it was a solid template to follow.

Board Resource Website Update

S. Kio showed a board resource page that he had created, this is a possibility to put on our website for board members that is password protected. We first need to decide on our document security before this website resource can go live.

Personnel (Executive Session)

C. Ainsworth motioned to enter Executive Session including NWCUD Staff. K. Millman seconded. Motion carried.

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50 No action was taken in Executive Session other than to exit Executive Session.

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52 *K. Millman motioned to modify the Executive Director salary to \$125,000 to be in line with comparable*
53 *salaries throughout the state. C. Ainsworth seconded. Motion carried.*

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55 Z. Burdick noted that this will go into effect on August 1st, 2022, and asked Chasidy to notify NWF
56 accountant so this can be reflected in payroll.

57

58 **Executive Committee Schedule**

59 Z. Burdick stated we will discuss the Governing Board regular meeting schedule at the next Governing
60 Board regular meeting. We will need to find a day and time that works for the majority of the board
61 members.

62

63 **Other Business**

64 C. Ainsworth thanked NWF staff for the board appreciation event.

65

66 **Adjourn**

67 *C. Ainsworth motioned to adjourn. K. Millman seconded. Motion carried.*

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69 Meeting adjourned at 1:11pm.

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