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**Northwest Communications Union District  
Executive Committee Special Meeting  
July 28, 2022 at 11:30am  
Virtual Meeting**

**Attendance**

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

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

Clerk E. Nance called the meeting to order at 11:40am, a roll call was conducted, and a quorum was present to conduct business. There were no adjustments to agenda.

**Public Comment**

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

**Approval of Minutes 7/13/2022**

Minutes will be approved at the next Executive Committee meeting as they were not sent out and reviewed prior to this meeting.

**Executive Director Update**

S. Kio provided an update:

- We are waiting for Google to return the redline of the MSA.
- Mary Kay is working on options for O&M. Conversations are ongoing.

**Code of Ethics Policy**

S. Kio stated now that the Code of Ethics Policy has been adopted by the greater board, it would be helpful for the Executive Committee to develop a process of how to handle misconduct from board members.

E. Nance suggested that everyone should bring some ideas to discuss this at the next Executive Committee meeting.

**Adjust Mileage Rate (action needed)**

S. Kio stated that an item that came out of the employee reviews was that our mileage reimbursement rate should be updated because of the increase of fuel costs. The IRS increased the rate to .625 which is about a 10% increase and the fuel market has increased approximately 50%. We may want to consider adopting a different rate as we do not have to use the IRS rate.

E. Nance wondered what it would do to the budget if we did 100% reimbursement for fuel.

Z. Burdick suggested that we find out what the State of Vermont is doing for their mileage reimbursement. He suggested that alternatively we can reimburse employees for some of the cost of the wear and tear on their vehicles such as tires.

S. Kio stated that we can look into different options, but he can put a document together of what the benchmark should be by reflecting the market increase in fuel.

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**Executive Committee Schedule**

S. Kio indicated that we should have a set schedule for the Executive Committee to meet twice a month. He stated it would be beneficial for staff and the Executive Committee members to have a set schedule that we can alter if needed.

It was decided by the Executive Committee that Chasidy will send out a doodle poll for which day and time usually works best for everyone and we can decide based on results.

**Other Business**

E. Nance asked if we are still looking for space to store fiber. S. Kio stated that we are not as we have secured a space that is monitored and fenced in and should give us adequate storage.

S. Kio let the Executive Committee members know that he would be creating NWFx email accounts for them so we can keep the emails within the organization.

**Adjourn**

*K. Millman motioned to adjourn. S. McGowan seconded. Motion carried.*

Meeting adjourned at 12:06pm.