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**Northwest Communications Union District
Executive Committee Regular Meeting
September 14, 2022 at 12:30pm
Virtual Meeting**

Attendance

Sean Kio (ED), Chasidy Benjamin (Admin), Zachary Burdick (Georgia, Chair), Cathy Ainsworth (Fairfield, Vice 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

Chair Z. Burdick called the meeting to order at 12:31pm, a roll call was conducted, and a quorum was present to conduct business. There were no adjustments to agenda.

Public Comment

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

Approval of Minutes 8/24/22

K. Millman motioned to approve 8/24/22 minutes. C. Ainsworth seconded. Motion carried.

Code of Ethics

S. Kio stated that NWFx staff has done a reasonable amount of research for a policy on what level of action to take for board members that do not comply with the Code of Ethics. Staff has not found any specific policy that is used elsewhere for board members. Based upon this, it is staff's recommendation that it would be at the discretion of the Chair on what level of action to take with a board member, or in the case that it is the Chair it would be at the discretion of the Vice Chair.

K. Millman stated that we should include this on the Code of Ethics that we will have board members sign. The Executive Committee agreed that once this is added it should be sent out to the NWFx board members for their signatures. The committee also agreed that it will be a requirement for this to be signed before a board member can have any access to NWFx documents.

Board Attendance

S. Kio reminded the committee that Chasidy keeps attendance records for NWFx Governing Board meetings. He stated that we want to ensure that all communities have sufficient attendance as well as an alternate representative. It is important for us to have our communities represented and informed as well as being able to have quorum at a meeting.

Z. Burdick suggested we can look at the towns that do not have attendance and reach out to their select boards to let them know their representatives are not attending or that they are missing an alternate.

C. Ainsworth suggested that we send the memo via USPS mail. E. Nance volunteered to draft the memo.

Document Security

S. Kio stated that we have adopted and gone live with a document security structure for staff. There are four different tiers, and we have the ability to tag any file created as well as email to label them accordingly. Now we have a process to share information with the board, once they each sign our Code of Ethics.

49 **Operational Update (Executive Session)**

50 *Z. Burdick motioned to enter Executive Session whereas premature general public knowledge regarding*
51 *the Operational Update would clearly place the public body, or a person involved at a substantial*
52 *disadvantage. C. Ainsworth seconded. Motion carried.*

53

54 No action was taken in Executive Session other than to end Executive Session.

55

56 **Other Business**

57 None.

58

59 **Adjourn**

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

61

62 Meeting adjourned at 1:06pm.

63

DRAFT