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**Northwest Communications Union District
Executive Committee Regular Meeting
November 8, 2023, at 12:30pm
Virtual Meeting**

Attendance

Sean Kio (ED), Chasidy Benjamin (Admin, Clerk), Zach Burdick (Georgia, Chair), Ken Millman (Alburgh, Member at Large), Brenda Churchill (Bakersfield, Member at Large)

Call to Order, Roll Call, Adjustments to Agenda

Chair Z. Burdick called the meeting to order at 12:39pm, 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 10/13/23

Z. Burdick motioned to approve 10/13/23 minutes. K. Millman seconded. Motion carried.

Review Proposed Budget (executive session)

Z. Burdick motioned to enter Executive Session including NWFx Staff to review further Proposed Budget details whereas premature general public knowledge regarding the related Review of Proposed Budget details would clearly place the public body, or a person involved at a substantial disadvantage. K. Millman seconded. Motion carried.

Z. Burdick reported that the group had a discussion regarding and reviewing the Proposed Budget but noted that no action was taken in Executive Session other than to end Executive Session.

Policy Considerations

S. Kio reminded the committee that upon receipt of our audit results we were advised to adopt a few additional policies to secure our financial wellbeing. S. Kio shared the draft Financial Management Policy, Fraud Policy, and the Financial Controls Memo via shared screen. S. Kio explained each document and stated that the policies, as well as the suggested amendment to the Personnel Policy, will need to go before the Governing Board for approval. S. Kio will send all of the shared documents to the Executive Committee for notes and corrections.

Other Business

S. Kio stated that we are trying to establish vision insurance for NWFx staff in 2024. We are able to do this by going through one of the companies we currently use for life and disability insurance. Currently only the two full time employees are offered life and disability insurance, however we were informed after starting the vision insurance process that all three employees would have to enroll in the life and disability insurance to be eligible for the vision insurance. S. Kio stated that it is a very small impact on the yearly budget, and we do have enough margin in the budget to include this. The Chairman as well as the rest of the committee agreed this would be acceptable to offer these benefits to all three employees, including the part time employee.

Adjourn

Z. Burdick motioned to adjourn. B. Churchill seconded. Motion carried.

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50 Meeting adjourned at 1:22pm.

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