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2 **CENTRAL VERMONT REGIONAL PLANNING COMMISSION**
3 **Personnel Policy Committee**
4 **DRAFT Minutes**
5 **July 10, 2017**
6
7

8 Committee: Julie Potter (Chair), Laura Hill-Eubanks, Steve Lotspeich
9 Staff: Bonnie Waninger (Executive Director)

10
11 **Call to Order**

12 Chair J. Potter called the meeting to order at 3:06 pm.

13
14 **Adjustments to the Agenda**

15 None.

16
17 **Public Comment**

18 None.

19
20 **Approve June 12, 2017 Minutes**

21 *S. Lotspeich moved to approve the June 12, 2017 minutes as presented; L. Hill-Eubanks seconded.*
22 *Motion carried.*
23

24 **Finish review of proposed revisions to personnel policies**

25 The Committee continued its discussion and finished its review of the draft of revisions to the
26 Personnel Policies Manual.
27

28 **Review draft summary memo**

29 The Committee reviewed the summary and transmittal memorandum prepared by J. Potter.

30
31 *S. Lotspeich moved to approve the draft Personnel Policies Manual and the summary*
32 *transmittal memorandum as written and dated 7/10/2017; L. Hill-Eubanks seconded. Motion*
33 *carried.*
34

35 **Next steps**

36 The Committee will send the manual revisions and summary transmittal memorandum along to
37 the Executive Committee for approval.
38

39 **Adjourn**

40 *S. Lotspeich moved to adjourn at 3:43 pm; L. Hill-Eubanks seconded. Motion carried.*

41
42 *Respectfully submitted,*
43 *Laura Hill-Eubanks, Commissioner*