

Executive Committee
DRAFT Minutes
February 1, 2016

Present were: J. Potter, L. Hill-Eubanks, D. La Haye, D. Strong, B. Waninger, and L. Emery.

The meeting was called to order at 4:05 p.m.

There was no one from the public present.

The agenda was adjusted to add public records request and remove # 7: Commission meeting schedule and proposed agendas and to remove # 8 (Draft FY 16 strategic goals) if needed for time, and move # 10, Commission agenda, to after # 6.

Public Record Request: The public record request includes three items: dates and hours when the Executive Director worked from April 1 to July 1, 2015, records regarding compensation, and whether she was on medical leave during that period. The records that might be needed have been identified by staff who are pulling together the timesheets and pay stubs. "Any and all" records, as stated in the request could include minutes, emails, and products produced. B. Atwood recommends that we hire an attorney to see if the scope can be narrowed to just emails, for instance, on specific topics. Our time sheets show what we track and the pertinent detail and it's possible these may answer the record request. They document the work that was done for CVRPC during the period. Our attorney could request further clarification, asking if time sheets and pay stubs would meet the request or if more information is needed. The request says 30 days to respond; the law says reply as soon as possible. An attorney could ask what is meant by "any and all" public records for the items requested. It was suggested that Paul Gillies be hired to assist and advise to clarify the public record request in order to help establish the scope of the request and advise on how to proceed. It was moved and seconded to engage Paul Gillies on how to proceed, what is in the best interest of CVRPC, and for the attorney to be the contact with the requestor's attorney and with our Chair or Vice-Chair. The motion was unanimously approved.

Executive Committee Minutes: The minutes of the January 4, 2016 meeting were approved as amended to say in the second to last sentence under the Executive Director's report that "Some expressed the opinion that it doesn't seem" necessary or warranted to add another layer; this relates to the discussion on the provision of regional services and the council of governments legislation.

Financial Report: The report was reviewed noting that revenue and expenditures are on track.

Executive Director's Report: The council of governments (COG) legislation is moving forward in the Legislature. Interviews for the Financial/Office Manager position begin tomorrow. Staff is talking about needing a part time planner as a temporary employee as needed for grant work. All thought this was appropriate provided it is a temporary employee position.

Emergency Management Planning Grant: This grant with the Division of Emergency Management Homeland Security (DEMHS) was reviewed last fall when a "notice to proceed" was given by the Division and the Executive Committee authorized its signing. The contract is now ready for signing. The work is emergency management planning and training and technical assistance. The funds are for the Emergency Management Planner position and some hours of other staff members. The contract is for \$36,000. It was moved, seconded, and unanimously voted to authorize the Vice-Chair to sign the contract with DEMHS for the emergency management planning work.

Commission Meeting Agenda: The agenda for the February 9, 2016 meeting looks good. It was moved, seconded, and voted to approve the agenda. At the March Commission meeting, there will be discussion on what the current statutes allow towns to do now versus what would be allowed as a council of government. This will be a follow up to the February brief discussion on H. 249.

Draft FY 16 Strategic Goals: This is not an action item today, but a brief review. The goals are five year goals with strategies for implementation and measures to assess success. We will discuss these in greater depth at the February 29 meeting of the Executive Committee. We need to think about what are the right goals for CVRPC. Goals and strategies help to clarify the direction of the organization. Once the Executive Committee has reviewed the document and any revisions are made, they would then go to the Commissioners for their input. Please provide comments to B. Waninger before the 2/29 meeting of the Executive Committee.

Executive Director Goals, Role and Evaluation: The evaluation is a personnel issue and we need to determine if that warrants an executive session to discuss. It was moved, seconded, and unanimously agreed that the executive director evaluation is a personnel issue that warrants holding the discussion in executive session. It was moved, seconded, and unanimously approved to go into executive session at 5:00 p.m. for a personnel discussion.

L. Hill-Eubanks moved to exit Executive Session at 5:43 p.m., D. La Haye seconded. Motion carried.

D. La Haye moved that Bonnie Waninger has successfully completed the probationary period, D. Strong seconded. Motion carried.

D. La Haye moved to adjourn, D. Strong seconded. Motion carried.