

1. Call to Order, Roll Call, and Declaration of Quorum

*The meeting was called to order at 5:33pm by President Villafana.
Present: Trustees Conlin, DeFord, Ditchfield, Mason-Smith, Villafana.
Absent: Trustees Hawn and Williams.
A quorum was present.*

2. Approval of Agenda – Motion to accept the agenda for November 30, 2023.

*Motion to approve: Trustee Mason-Smith
Second to Motion: Trustee Conlin
Vote: [voice vote]
Ayes: all
Nays: none
Absent: Trustees Hawn and Williams
Result: Motion carried.*

(Trustee Williams joined the meeting at 5:35pm)

3. Committee Reports

A. Policy Committee

Chairperson DeFord presented the revised Personnel Policy. Trustee Mason-Smith inquired as to the types of paid time off available. Director Cox shared that, depending on hours worked and employee classification, sick time, vacation time, personal time, and now 'paid leave for all' time would be available to staff. The introduced paid time off, 'paid leave for all', would accrue based on hours worked, with 40 hours worked granting 1 hour of paid time off. Director Cox also shared that a primary distinction between this time off and other types is that the employee is not required to give a reason for the absence.

- 1. Motion to accept the revised Personnel Policy as revised and initially accepted at the November 15th, 2023 Regular Meeting.*

*Motion to approve: Trustee DeFord
Second to Motion: Trustee Conlin
Vote: [roll call vote]
Ayes: Trustees Conlin, DeFord, Ditchfield, Mason-Smith, Villafana, Williams.
Nays: none
Absent: Trustee Hawn
Result: Motion carried.*

Director Cox will provide complete copies of the policy with new revisions to all board members in the coming days.

- 4. Unfinished Business** *(No unfinished business)*
- 5. New Business** *(No new business)*
- 6. Adjourn to Closed Session** *(No Closed Session)*

7. Adjournment

Motion to adjourn: Trustee Villafana
Second to Motion: Trustee Mason-Smith
Vote: [voice vote]
Ayes: all
Nays: none
Absent: Trustee Hawn
Result: Motion carried.

The meeting was adjourned at 5:39pm.