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**Lower Cape Fear Water & Sewer Authority**

Personnel Committee Meeting Minutes

June 5<sup>th</sup>, 2023

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Vice-Chairman Knight called to order the Personnel Committee Meeting on June 5<sup>th</sup>, 2023, at 8:30 a.m. The meeting was held at the Authority's office located at 1107 New Pointe Boulevard, Suite 17, Leland, North Carolina.

**Present:** Wayne Edge, Harry Knight, Al Leonard, Jackie Newton, and Scott Phillips

**Present by Virtual Attendance:** Norwood Blanchard

**Absent:** Charlie Rivenbark, Bill Saffo, and Bill Sue

**Staff:** Tim Holloman, Executive Director; Matthew Nichols, General Counsel; Sam Shore, COG; and Danielle Hertzog, Financial Administrative Assistant

**Guest:** Director Patrick DeVane, Director Chris Smith, and Jordan Clark, Computer Warriors

**Discussion: Vacation**

Executive Director Holloman proposed four updates to the current holiday and leave policies. Update one would change an employee's fifty days of annual leave to sixty days. Update two would change the leave credit over thirty days of annual leave may be carried over to forty-five days. Update three would allow the forty-five days of annual carryover to be rolled over to sick leave at the end of each year. Update four would add employees shall be eligible to request up to one week of pay for one week of accumulated leave each fiscal year.

**Motion:** Director Leonard **MOVED**; seconded by Director Phillips, to update holiday and leave policies. Upon voting, the **MOTION CARRIED UNANIMOUSLY**.

**ADJOURNMENT**

There being no further business, Vice-Chairman Knight adjourned the meeting at 8:42 a.m.

Respectfully Submitted,



Tim Holloman, Executive Director