

Lower Cape Fear Water & Sewer Authority

Personnel Committee Meeting Minutes

March 13th, 2023

Chairman Blanchard called to order the Personnel Committee Meeting on March 13th, 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: Norwood Blanchard, Wayne Edge, Harry Knight, Al Leonard, Jackie Newton, Scott Phillips, Charlie Rivenbark, and William Sue

Present by Virtual Attendance: None

Absent: Bill Saffo

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: 401K Contribution

Executive Director Holloman advised that LCFWASA currently contributes 3% with no required match but would like the committee to consider contributing up to 6% only when matched by the employee.

Motion: Director Phillips **MOVED**; seconded by Director Knight, approval to update the 401K Contribution. Upon voting, the **MOTION CARRIED**.

	For	Against	Abstained	Absent
Norwood Blanchard	X			
Wayne Edge	X			
Harry Knight	X			
Al Leonard	X			
Jackie Newton		X		
Scott Phillips	X			
Charlie Rivenbark	X			
Bill Saffo				X
Bill Sue	X			
	7	1	0	1

Discussion: Vacation

Executive Director Holloman proposed allowing employees to redeem up to 37.5 hours of vacation time for payment if they have 40 hours of vacation leave remaining for the upcoming year. Director Newton was concerned with staff redeeming vacation leave and then becoming burnt out. Director Knight wanted to know if we have a use-or-lose-it policy. Executive Director Holloman advised LCFWASA does not have a use it or lose it policy due to the small staff. Chairman Blanchard suggested that the vacation policy be tabled until the June 5, 2023, meeting.


Motion: Director Leonard **MOVED**; seconded by Director Knight, to table the updated vacation policy. Upon voting, the **MOTION CARRIED UNANIMOUSLY**.

	<u>For</u>	<u>Against</u>	<u>Abstained</u>	<u>Absent</u>
Norwood Blanchard	X			
Wayne Edge	X			
Harry Knight	X			
Al Leonard	X			
Jackie Newton	X			
Scott Phillips	X			
Charlie Rivenbark	X			
Bill Saffo				X
Bill Sue	X			
	8	0	0	1

ADJOURNMENT

There being no further business, Chairman Blanchard adjourned the meeting at 8:49 a.m.

Respectfully Submitted,



Tim Holloman, Executive Director