

**Lower Cape Fear Water & Sewer Authority**

**Personnel Committee Meeting Minutes**

**December 12<sup>th</sup>, 2022**

Chairman Rivenbark called to order the Finance Committee Meeting on December 12<sup>th</sup>, 2022, 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:** Harry Knight, Charlie Rivenbark, and William Sue

**Present by Virtual Attendance:** None

**Absent:** Wayne Edge, Al Leonard, Jackie Newton, and Bill Saffo

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

**Guest:** Patrick DeVane, Norwood Blanchard, Jorgen Holmberg, Computer Warriors, and Jordan Clark, Computer Warriors

**Discussion: Personnel Committee Meeting Calendar for 2023**

Executive Director Holloman proposed that the personnel committee continue to meet Quarterly.

**Discussion: Update on Financial Administration Assistant Clerk Certification Course for the calendar year 2023**

Executive Director Holloman stated that Danielle Hertzog is scheduled for the Clerk Certification course starting in February 2023.

**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. All present personnel committee members are on board with this plan but will hold the matter until the March 2023 meeting to review it with all the committee members.

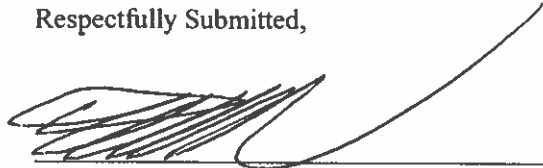
**Discussion: Vacation**

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. All present personnel committee members are on board with this plan but will hold the matter until the March 2023 meeting to review it with all the committee members.

**ADJOURNMENT**

There being no further business, Chairman Rivenbark adjourned the meeting at 8:36 a.m.

Respectfully Submitted,

  
Tim Holloman, Executive Director