

Blue Mountain Translator District
Board of Directors Regular Meeting
November 10, 2020

Regular Meeting: 12:00PM
Conference Number: 253-215-8782
Meeting ID: 84600393815

Agenda

1. Call to Order and Roll Call Vote
2. Declaration of Conflict of Interest
3. Reports
 - a. Director Report
 - b. Staff Report: Employees and Contractors
4. Old Business
 - a. HR Complaint
 - b. Sick Pay Policy
5. New Business
 - a. Expenditures
 - b. Meeting Minutes
6. Public Comment
7. Scheduling of Next Meeting and Adjournment

4.a. H.R. Complaint

Staff Summary

The Board of Directors will receive an update from Vice President Sheahan regarding HR complaint resolution services offered by the Special Districts Association of Oregon and consider taking action based on the information presented.

4.b. Sick Pay Policy

Staff Summary

Payroll & Accounting Services, PC, recommends that the Board discuss the following information in order to create a sick pay policy as directed at the August 4, 2020 Regular Meeting. The Board's direction about the elements of a sick pay policy will be used to draft language for amendments to the employee handbook.

Questions that need to be answered in order to calculate the total cost and the correct wording in regards to sick pay:

- If an employee is paid for sick leave, can they still work additional hours that week when they come back if needed? *Staff recommends not working additional hours if they can back later in the week after using sick pay.*
- If front-loaded 30 hrs at the beginning of fiscal year, is it a use it or lose it policy? *Staff recommends accruing sick time through the year rather than front-loading, and implementing a use-it-or-lose-it policy.*
- If not a use-it-or-lose-it policy, what is the maximum that can accrued over the employees life time? *See previous question.*
- Can an employee cash it in at termination of employment? *Staff recommends not allowing employees to cash in sick time at termination of employment.*

If sick time is offered and not a PTO policy, then employees are required to follow the state minimum guide rules of .033 per hours worked for all employees. The sick time accrues immediately, but new employees aren't able to take any until the 91st day of employment. Also, if sick pay is based on accrued hours and not front loading, then at the beginning of the year or fiscal year, employees have to be able to carryover over a minimum of 40 hours of any unused accrued sick leave. For that reason, many small companies are offering a PTO policy instead of sick pay as they have more flexibility with the policy. Payroll & Accounting Services does not recommend a note from the employee's doctor unless the District is willing to incur the added expense of paying the employee's out of pocket expense of going to the doctor to get that note. Payroll & Accounting Services had a sick leave policy for their employees prior to the new mandated rules, but changed to a PTO policy so they can better control the cost associated with the benefit.

5.a. Expenditures

Payee	Expenditure	Requirement	Amount
Oregon Government Ethics Commission	Annual Assessment	Fees	\$87.82
OTEC	Beaver Mtn. Power	Power	\$211.99
OTEC	Mt. Fanny Power	Power	\$261.22
OTEC	Mt. Haris Power	Power	\$1,418.30
Retailer	Printer Paper	Office Supplies	\$40.00
Special Districts Association of Oregon	Annual Membership Dues	Membership Dues	\$148.32
USFS	Mt. Fanny Lease	Leases	\$3,838.75
USFS	Beaver Mtn. Lease	Leases	\$379.61

Advertising Authorization - Newspaper Holiday Guide

The Baker City Herald and La Grande Observer will distribute a print and online gift guide about holiday deals in the community called the *Holly Jolly Flyer*. The guide can accommodate an ad positioning BMTD as the best place to watch holiday TV, along with a reminder for new viewers to contact the District about paying for service charges if they are gifted an antenna for Christmas. Ads can be purchased for the following prices:

- Full Page \$799.00
- Half Page \$439.00
- Quarter Page \$249.00

Suggested Motion: *I move to advertise in the Holly Jolly flyer for \$[X.].00.*

5.b. Meeting Minutes**Staff Summary**

The following meeting minutes are presented for approval:

- 10/16 Regular Meeting
- 10/31 Regular Meeting