

Board of Directors
Special Meeting Minutes
October 31, 2020

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| <p>1. Call to Order and Roll Call Vote</p> | <p>Vice President Sheahan convened a public meeting of the Board of Directors at 12:05PM. The meeting was held via phone in accordance with Executive Order 20-16.</p> <p>Directors Present: Vice Chair Tanner Sheahan, Director Scot Butner (arrived late), Director Nathan Smutz.</p> <p>Staff Present: Executive Director Alex McHaddad, Mrs. Margo Schlessler (Payroll & Accounting Services).</p> <p>Members of the Public: Mr. Curtis Carson.</p> |
| <p>2. Declaration of Conflict of Interest</p> | <p>Asked and none declared.</p> |
| <p>3. Personnel</p> | <p>Executive Director McHaddad reviewed the item as presented in the meeting materials.</p> <p>Vice President Sheahan expressed that an office assistant will be valuable in helping execute duties while the Executive Director focuses on health and then when he transitions back into his role. The Administrative Policies guidelines will be valuable to the office assistant.</p> <p>Mr. Curtis Carson discussed the duties and his willingness to be employed. Wages were discussed. The proposed wages are acceptable to Mr. Carson. Hours will usually be 8AM-12PM Monday-Friday to keep a consistent schedule during the week.</p> <p>Vice President Sheahan discussed the need to overhaul current staffing and wages in the coming year.</p> <p>Vice President Sheahan moved to hire Mr. Curtis Carson as office assistant for the next two pay periods, second by Director Butner.</p> |

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| | <p>Yes: Vice President Sheahan, Director Butner, Director Smutz. No: N/A. Abstain: N/A. <i>Motion passes.</i></p> |
| 4. Adjournment | <p>Director Smutz moved to adjourn, second by Vice President Sheahan. Yes: Vice President Sheahan, Director Butner, Director Smutz. No: N/A. Abstain: N/A. <i>Motion passes.</i></p> <p>Meeting adjourned at 12:15PM.</p> |