

## **November 13 Personnel, Policy and Procedure Committee Meeting**

### **Members present**

Dionne Flowers, Jennifer George, Monica Huddleston, Neal Perryman, Robert Epstein

### **Meeting called to order at 10:09 AM**

Neal Perryman chaired (Vice Chair, started meeting until Monica Huddleston was arrived)

#### **1. OPENING OF MEETING**

Action: A. APPROVAL OF AGENDA as Amended

Neal Perryman, Vice Chair called the meeting to order.

Amend the agenda to review Proposed Employee Manual in New Business prior to Proposed Procurement Policy

Motion by Robert Epstein, second by Jennifer George.

Final Resolution: Do Pass

Aye: Dionne Flowers, Jennifer George, Neal Perryman, Robert Epstein

#### **2. NEW BUSINESS**

**Action, Discussion: A.** Referral of the Proposed Employee Manual to the Board of Directors for review and approval- Michelle Bock

Approval pending redline version of the Manual reflecting the changes discussed during this meeting will be sent to the committee to review and approve prior to be sent to the Board of Directors

Motion by Neal Perryman, second by Robert Epstein.

Final Resolution: Do Pass

Aye: Dionne Flowers, Jennifer George, Monica Huddleston, Neal Perryman, Robert Epstein

**Action, Discussion: B.** Referral of the Proposed Procurement Policy to the Board of Directors for review and approval- Michelle Bock

Approval pending redline version Policy reflecting edits discussed in the meeting will be provided to the committee to review and approval prior to sending to the Board

Motion by Neal Perryman, second by Robert Epstein.

Final Resolution: Do Pass

Aye: Dionne Flowers, Jennifer George, Monica Huddleston, Neal Perryman, Robert Epstein

#### **3. CLOSED SESSION – Not applicable**

#### **4. ADJOURNMENT**

Action: A. TO ADJOURN THE MEETING

Motion by Jennifer George, second by Monica Huddleston.

Final Resolution: Do Pass

Aye: Dionne Flowers, Jennifer George, Monica Huddleston, Neal Perryman, Robert Epstein