

Minutes
NWSWD Administration Committee Meeting
June 29, 2016

The Administration Committee of the Northwest Vermont Solid Waste Management District held a meeting on Wednesday June 29, 2016 at the District Offices, 158 Morse Drive Georgia, VT at 5:30 PM.

The meeting was called to order at 5:30 PM.

Supervisors Present:

Dave Clark
Jaime Tibbits
Vince Hickey
Ben Lowell

Supervisors Absent:

Jim Lintereur

Others Present:

Pam Bolster

1) Review Agenda: Add Health Care Discussion.

2) Vote: Approve Minutes of the 9/30/2015 Administration Committee Meeting. Mr. Clark moved to approve the minutes as written. Ms. Tibbits seconded, all were in agreement and the motion passed. Abstentions from Mr. Hickey and Mr. Lowell

3) Discussion & Draft Policy: "Ban the Box" – removal of criminal history question from employment application, effective July 1, 2017.

Discussion occurred including criminal checks after contingent employment is offered based on an acceptable back ground check. The committee asked for research to know what other districts are doing. Ms. Bolster will survey and bring info to next meeting to be scheduled for some time in August. Committee will discuss, develop policy if necessary to be brought to the full board for approval.

4) Discussion & Draft Policy: Mandatory Sick Leave for Part Time Employees to become effective January 1, 2017: Discussion occurred including whether or not all part time employees should be included in the policy and how many hours NWSWD would allow for accrual, the minimum requirement or more. The committee again asked for research to be done to

see what other districts are doing. Ms. Bolster will survey and bring information to the next meeting for policy development to be brought to full board.

5) Discussion: Pre-Employment Physicals: Discussion as to whether the board is in approval of having mandatory pre-employment physicals.

Discussion included whether this would be done for all employees or for only non-administration positions. Ms. Bolster will meet with NW Medical Center to see how specific we can make what to look for and as well poll other districts to find whether they are doing this or not.

6) Discussion: Administrative Committee FY17 Work Plan.

Discussion of what the new fiscal year will bring and work the Committee will be doing. FSLA changes (overtime rules) will be discussed at the next meeting as well as the other issues discussed at this meeting.

7) Discussion: 2017 Healthcare Rates and plans. Ms. Bolster gave an update on the increase that BCBS has requested be passed for 2017. Final rates will not be released until at the earliest August and possibly later. Ms. Bolster will come to the meeting that reviews this with spreadsheets showing options so the committee can make recommendations to the full board.

8) Nominations and Vote for Administration Committee Chair and Vice Chair.

Mr. Clark asked for nominations. Ms. Tibbits was nominated for Chairperson, Mr. Lowell was nominated for Vice Chairman. Mr. Clark made a motion to close nominations. All were in favor and nominations were closed. A voice vote was held and all were in favor of Ms. Tibbits for Chairperson and Mr. Lowell for Vice Chair.

The Administration Committee meeting adjourned at 6:45 PM.