

NOTICE

Northwest Vermont Solid Waste Management District

ADMINISTRATION COMMITTEE MEETING AGENDA

DATE: January 20, 2022
TIME: 5:00 PM
PLACE: Via Zoom: <https://us02web.zoom.us/j/4456759564>

**AGENDA
5:00 PM**

1. **Review Agenda**
2. **VOTE:** Minutes Administration Committee Meeting of July 24, 2019 and Administration Committee Meeting of September 30, 2020.
3. Review Sample Workplace Weapon Policies, Discuss, Develop NWSWD Policy
4. Prioritize the Following Policy Creation for future work
 - a. PTO Accrual Policy – Begin Discussion if Time Allows
 - b. Code of Ethics Policy
 - c. Cash Receipts, Returned Checks and Debt Policy
 - d. Fraud Prevention Policy
 - e. Reserve Fund Policy
 - f. Capital Improvement and Balanced Budget Policy
5. Adjourn

Minutes

NWSWD Administration Committee Meeting

September 30, 2020

The Administration Committee of the Northwest Vermont Solid Waste Management District held an Administration Committee Meeting on September 30, 2020 by Zoom Meetings at 5:00 PM.

Mr. Clark called the meeting to order at 5:00 PM.

Administration Committee Members Present:

Dave Clark

Other Board Members/Guests Present:

Barry Kade

Al Voegele

Administration Committee Members Absent:

Carlo Micheli

Jaime Tibbits

Others Present:

John Leddy, Executive Director

Pam Bolster, Business Manager

Administration Committee Meeting

1) Approve Minutes From 9.14.2020 and 9.2.2020 Administration Committee Meeting:

Minutes Approved with abstentions from Mr. Micheli and Ms. Tibbits as they were not in Attendance on 9.14.2020.

2) Agenda Review-Additions/Deletions: No Changes, Additions or Deletions.

2) Review: Updated Personnel Policies as Suggested by Paul, Frank and Collins, P.C.

Mr. Clark called the meeting to order at 5.00 PM. Mr. Leddy brought up the "in process" document with changes previously discussed. Beginning at section 27 the Paul, Frank and Collins suggestions were reviewed and discussed. The Committee completed the review of the changes, noted sections for discussion with the full board and voted to have the completed document sent to the full board at the October 2020 meeting.

Meeting Adjourned: 6:15 PM

Minutes
NWSWD Administration Committee Meeting
July 24, 2019

The Administration Committee of the Northwest Vermont Solid Waste Management District held a meeting on Wednesday July 24, 2019 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
Carlo Micheli
Jaime Tibbits

Supervisors Absent:

Others Present:

Pam Bolster
John Leddy

1) Review Agenda: No Additions

2) Approve Minutes of Meeting of June 5, 2019. Dave Clark made the motion to approve the minutes as written. All were in favor and the motion passed.

3) Review Finalized Financial Policies – Review the finalized policies worked on at the June 5, 2019 Administration Committee Meeting, written up by Ms. Bolster after the meeting: The Accounting, Auditing and financial Reporting Policy, and The Purchasing Policy.

The committee reviewed the final copy of the Accounting, Auditing and Financial Reporting Policy. One additional change was noted that needed to be made on the second to last paragraph should read "The Treasurer and/or their designee" rather than just The Treasurer. Ms. Bolster will make the change. The committee approved the final copy to be presented and recommended to the board at the August meeting.

Ms. Bolster asked for a re-review of the Purchasing Policy as she had some questions about the dollar amounts placed. The committee spent time reviewing the dollar thresholds of this policy again and Ms. Bolster will make the final changes. The committee approved the final copy with the changes to be presented and recommended to the board at the August meeting.

4) Continue the review of Financial Policies needing attention to include, Cash Receipts, Returned Checks, Petty Cash and Debt Management Policies, as well as Fraud Prevention Policy. Start review of Reserve Fund Policy, Capital Improvement and Balanced Budget Policy.

The review of Cash Receipts, Petty Cash and Returned Check Policies began. Intense discussion with some issues needing to be discussed at the operational level to ensure we are in compliance with our own policy.

5) PTO Discussion – Continuing discussion offering options to our current PTO policy.
Tabled for now.

History of the NWSWD Administration Committee in Relation to Policy Work

6/5/2019 – began work on Accounting, Auditing and Financial Reporting Policy and Purchasing Policy and began brief discussion of possible PTO changes.

7/24/2019 – Finalized June 2019 policy work, voted to send to full board at the August 2019 Board Meeting. Full Board Approval to both policies.

9/2/2020 – Personnel Policy Work – Suggestions from Paul, Frank, & Collins

9/14/2020 – Personnel Policy Work – As Above

9/30/2020 – Personnel Policy Completion and Vote to send to full board in Oct. 7, 2020 – Full Board Approval.

Ex A.

manager nswd.org

From: rbacker nswd.org
Sent: Tuesday, May 11, 2021 3:25 PM
To: jleddy nswd.org; manager nswd.org
Subject: CSWD firearms policy

Follow Up Flag: Follow up
Flag Status: Flagged

From: Josh Estey <jestey@cswd.net>
Sent: Tuesday, May 11, 2021 2:57 PM
To: rbacker nswd.org <rbacker@nswd.org>
Subject: Re: policy request

Hey Rich,

Our personnel policy speaks to this, see below a copy of the relevant section. Hope this helps,

Josh

4.21 FIREARMS AND OTHER DANGEROUS DEVICES POLICY

CSWD strives to provide safe facilities for the public and a safe work environment for its employees. To assist in accomplishing this, CSWD prohibits employees from bringing Firearms and other Dangerous Devices, to a work site or CSWD property.

For the purposes of this Policy the terms "Firearm" and Dangerous Device" are defined below:

A "Firearm" is:

- (i) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive;
- (ii) the frame or receiver of any weapon described in above;
- (iii) any device used to muffle or silence the weapon.

A "Destructive Device" is an explosive, incendiary or poison gas, flame, or any sharp-edged instrument or other instrument, which is either designed to harm another person or property or is used individually or in combination with the intent to harm another person or property. Destructive Devices include, but are not limited to:

1. bombs, grenades, rocket, missiles;
2. knives, stilettos, blackjacks, brass knuckles;
3. martial arts weapons, such as num chucks, throwing stars, etc.

CSWD, however, recognizes that there may be circumstances where this prohibition would cause a hardship to an employee but do little to increase safety. One example might be carrying an unloaded hunting rifle in a vehicle during hunting season. Consequently, Firearms or Dangerous Devices are permitted under the following, limited circumstances. Prior to bringing the Firearm or Dangerous Device to a CSWD facility, the employee must request and receive written permission to do so. The employee's written request to the Executive Director will specify the Firearm and/or Dangerous Device for which a waiver is sought, the basis for bringing it work, and how long the need will last. The employee will keep the device in a locked vehicle at all times. The Executive Director will grant or deny permission and may include any conditions he believes are appropriate where permission is granted.

On May 11, 2021, at 14:51, rbacker nswd.org <rbacker@nswd.org> wrote:

Ex A2

Hi Josh,

Does CSWD have an employee firearms policy: concealed carry? No firearms on facility property or operated sites?
If so, can you forward?

Rich

manager nswsd.org

From: rbacker nswsd.org
Sent: Tuesday, May 11, 2021 5:01 PM
To: jledy nswsd.org; manager nswsd.org
Subject: US Ecology firearms policy/employee handbook blurb

From: Andrew Johnson <Andrew.Johnson@usecology.com>
Sent: Tuesday, May 11, 2021 3:40 PM
To: rbacker nswsd.org <rbacker@nswsd.org>
Subject: RE: policy request

Hi Rich,

Here is the US Ecology policy....just a blurb in the employee handbook.

Possession of any firearms, weapons, or explosives on your person and/or vehicle during the course and scope of employment is prohibited even if you are licensed to do so under State laws. Exceptions to this policy are covered in applicable State addendum;

There isn't an addendum for VT with US Ecology.

FYI: Darren is on his way.

Andy

Andrew Johnson
Operations Manager I
54 Avenue D, Williston, VT 05495
p: (802) 923-1970 c: (802) 735-7028
Andrew.Johnson@usecology.com



24-Hour Emergency Response: (800) 899-4672

From: rbacker nswsd.org <rbacker@nswsd.org>
Sent: Tuesday, May 11, 2021 2:06 PM

Ex 02

To: Andrew Johnson <Andrew.Johnson@usecology.com>

Subject: policy request

This email came from an external source, please take caution when interacting with it.

Hi Andy,

Does your organization have a employee firearms policy: concealed carry? No firearms on facility property or operated sites?

If so, can you forward?

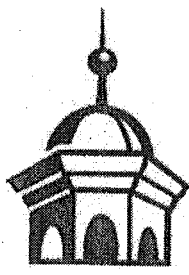
Rich

manager nswd.org

From: Jill Muhr <jmuhr@vlct.org>
Sent: Tuesday, May 11, 2021 5:43 PM
To: manager nswd.org
Subject: weapons in the workplace policy samples
Attachments: Sample Weapon Free Workplace Policy.docx

Follow Up Flag: Follow up
Flag Status: Flagged

Hi Pam,
Please find attached a sample weapon-free workplace policy. It comes from the Society of Human Resources Management, and would of course need to be tailored to the needs of the District.
As we discussed, the District will want to insert an exception for the Enforcement Officer position in the course of his/her job duties.
I will be in touch in the morning about your CTO question. I have a meeting at 9:00 so will try before then. Actually, my day is chock full of meetings, but if I miss you before 9:00, I'll try again throughout the various gaps between meetings
Have a lovely evening,



Jill
Jill A. Muhr
Senior Human Resources Consultant
Vermont League of Cities & Towns
89 Main Street, Suite 4
Montpelier, VT 05602-2948
802-262-1923
vlct.org

Sample Weapon Free Workplace Policy

Purpose

To ensure that [Company Name] maintains a workplace safe and free of violence for all employees, the company prohibits the possession or use of dangerous weapons on company property.

Persons Covered

All [Company Name] workers are subject to this provision, including contract workers and temporary employees as well as visitors and customers on company property. A license to carry the weapon on company property does not supersede company policy. Any employee in violation of this policy will be subject to disciplinary action, up to and including termination.

Definitions

"Company property" is defined as all company-owned or leased buildings and surrounding areas such as sidewalks, walkways, driveways and parking lots under the company's ownership or control. This policy applies to all company-owned or leased vehicles and all vehicles that come onto company property.

"Dangerous weapons" include firearms, explosives, knives and other weapons that might be considered dangerous or that could cause harm. Employees are responsible for making sure that any item possessed by the employee is not prohibited by this policy.

Searches of Personal Property

[Company Name] reserves the right at any time and at its discretion to search all company-owned or leased vehicles and all vehicles, plus packages, containers, briefcases, purses, lockers, desks, enclosures and persons entering its property, for the purpose of determining whether any weapon is being, or has been, brought onto its property or premises in violation of this policy. Employees who fail or refuse to promptly permit a search under this policy will be subject to discipline up to and including termination.

Enforcement

This policy is administered and enforced by the human resource (HR) department. Anyone with questions or concerns specific to this policy should contact the HR department.

SAMPLE