



## MEETING MINUTES

January 2023

- I. **Call to Order** by Michel at 6:30pm
- II. **Pledge of Allegiance**
- III. **Roll Call - In attendance:** Patrick Michel, Cathy Doughty, Shaun Bhajan, Mark St. Charles. **Absent:** Rich Everett **SEL CRA STAFF:** Royster
- IV. **Call to the Public:** Open call to the public at 6:32pm – Hearing None – Seeing none. Closed: 6:32pm
- V. **Additions to the Agenda**
  - a). None
- VI. **Approval of the Agenda: Motion** to approve the January 2023 meeting agenda by St. Charles, second by Doughty. **Approved.**
- VII. **Approval of the Minutes: Motion** by Doughty, second by Bhajan, to approve the minutes from the December 2022 Board Meeting. **Approved**
- VIII. **Receive the Financials:**
  - a) **Financials – Motion** to receive the December 2022 financials by St. Charles, second by Doughty. **Received.**
  - b) **Budget Review** – Revision to job descriptions. Chelsea S. Down, Attorney from The Williams Firm recommended changing the job descriptions to non-exempt employees. All employees with the exception of the Director will be non-exempt and be paid at an hourly rate. **Motion by** St Charles, second by Doughty to approve the job description revisions Effective 1/13/2023, and adding a reports to: The SELCRA Director to both the Community Events Manager and the Administrative Support description. **Approved.**
  - c) **Employee Manual Revisions** – The manual was presented with changes to the document by taking out references to the Admin Supervisor, and replacing with Director, include the word They instead of he/she and under harassment add that they are to report to the director and if unsatisfied are to come to the Board. **Motion** by Bhajan, second by Doughty to approve the changes as presented. **Approved.**
- IX. **Old Business**
  - a. **Master Plan Update**– Emil Liszianski has the information and is working on getting the document ready to file with the State.
- X. **New Business**
  - a. **Meeting Location** – Meetings will be at the Chamber in the SELCRA office unless special accommodations need to be made.
  - b. **Program Report – see attached.** – Bhajan has been meeting with organizers of Tour deLivingston and would like to sit down with the new Director to see if there is a partnership that can be developed to help run the event this fall.
- XI. **Adjournment – Motion** to adjourn by St. Charles second by Doughty. Adjourned at 7:26pm

Respectfully submitted;

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Ceryl Royster, Recording Clerk

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Cathy Doughty, Board Secretary