

OPERATIONS COMMITTEE MEETING MINUTES - February 14, 2023

1. Meeting called to order at 3:30 p.m. All members present.
2. No public comment or correspondence.
3. Joyce motioned/Maeve seconded approval of agenda. Motion carried.
4. Joyce motioned/Wendy seconded approval of minutes from October 11, 2022. Motion carried.
5. Reviewed and discussed sections from the employee handbook including: Equal Employment Opportunity/Harassment, Professional Development/ Educationl Leave, Bereavement, Benefit Accruals including sick leave and personal leave. Sub-committee will continue to work on specific language for updates.
6. Riti presented the updated Monarch Website and all its various functions. Committee was supportive of the new and improved website.
7. Riti informed the committee of the challenges facing the Monarch IT staff and recommended approval of an additional staff person in that area. Joyce motioned/Wendy seconded a motion to hire a full-time Information Technology Specialist 2 with the job description as provided by Riti to the committee. Motion carried.
8. No action on Observance of Martin Luther King Jr. Day.
9. Next meeting: March 7th at 3:30 (please note this is the first Tuesday of the month).
10. Joyce motioned/ Wendy seconded to adjourn. Meeting adjourned at 4:55 p.m.

Minutes submitted by Kay Marose