



## NOTICE OF SPECIAL MEETING OF THE EXECUTIVE COMMITTEE

DATE: Tuesday, June 7<sup>th</sup>, 2022  
TIME: 2:00 PM – 3:00 PM  
LOCATION: NHCOC Conference Room – 59 Torrington Road, Suite A-1, Goshen CT

### AGENDA

*(Don Stein, Chairman; Henry Todd, Vice Chairman; Charlie Perotti, Secretary; Mike Criss, Treasurer)*

1. Call to Order. **Don Stein, Chairman**
2. Consideration of Annual Salary Adjustments to Executive Director and Financial/Office Manager Positions and Recommendation to Submit the Proposed Budget for FY 2022-2023 for Approval to the NHCOC Board Membership. *(To be Provided)*
3. Recommendation to Submit the FY 2022-2023 “Work Plan Summary and Budget”, as Required by the Regional Service Grant (RSG) Request, to the NHCOC Board Membership for Endorsement *(To be Provided)*
4. NHCOC Office Expansion Status and Discussion
5. Administrative Items:
  - a) Approval of Minutes of the Special Meeting of the Executive Committee – April 21, 2022 *(Attached)*
6. Adjournment



## SPECIAL MEETING OF THE EXECUTIVE COMMITTEE

MINUTES – April 21, 2022

### **Members or Representatives in Attendance:**

Barkhamsted, Don Stein, Chair  
Canaan (Falls Village), Henry Todd, Vice Chair  
Harwinton, Mike Criss, Treasurer  
North Canaan, Charlie Perotti, Secretary  
Norfolk, Matt Riiska, At-Large

### **Members Absent:**

New Hartford, Dan Jerram, At-Large

### **Others Present:**

Robert Phillips, Executive Director - NHCOC

### **Determination of Quorum and Call to Order:**

Chairman Don Stein called the meeting to order at 12:26PM.

The candidate of choice and their negotiated position was discussed in general terms.

*A Motion was Made (Todd) and Seconded (Stein), and passed unanimously, to accept the terms as negotiated by the Executive Director which include the approval of three weeks paid vacation time for senior level employees per Section B.3 – Employee Benefits – Vacation with Pay, in the Amended NHCOC Policies and Procedures Manual (Effective July 14, 2021)*

### **Administrative Items:**

*A Motion was Made (Riiska) and Seconded (Perotti), and passed unanimously, to approve the Minutes of the Executive Committee Special Meeting of **March 15, 2022**.*

### **Adjournment:**

*A Motion was Made (Todd) and seconded (Perotti) to adjourn the meeting at 1:13PM.*