



## NOTICE OF SPECIAL MEETING OF THE EXECUTIVE COMMITTEE

DATE: July 23, 2024  
TIME: 3:00PM

Virtual Meeting

<https://nam11.safelinks.protection.outlook.com/?url=https%3A%2F%2Fus02web.zoom.us%2Fj%2F88042911198%3Fpwd%3DRdiCcYcoQQjNyIfLAN2FdUIBi9baqZ.1&data=05%7C02%7Crphillips%40northwesthillscog.org%7C54a60bcba56f4485181908dca74e1b68%7Cad411cad4d424a40a9b29204886fb338%7C0%7C0%7C638569201118743601%7CUnknown%7CTWFpbGZsb3d8eyJWljojMC4wLjAwMDAiLCJQIjoiV2luMzliLCJBTiI6Ik1haWwlcjXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=I5zAFmIRGOnwAraKvi77r3fl%2Bh%2FVQZZdsg0a4Ln3Sjs%3D&reserved=0>

Meeting ID: 880 4291 1198  
Passcode: 863283

### AGENDA

*(Dan Jerram, Chairman; Mike Criss, Vice Chairman; Patrick Roy, Secretary; Tom Weik, Treasurer, Gordon Ridgeway and Elinor Carbone, At-Large)*

1. Call to Order
2. Legal Services for MSW and Recycling in the NHCOC region.
3. Approval of the May 6, 2024 and June 6, 2024 Special Meeting Minutes
4. Adjournment



## SPECIAL MEETING OF THE EXECUTIVE COMMITTEE

MINUTES – May 6, 2024

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

New Hartford, Dan Jerram, Chair  
Harwinton, Mike Criss, Vice-Chair  
Roxbury, Patrick Roy, Secretary  
Morris, Tom Weik, Treasurer  
Cornwall, Gordon Ridgeway, At-Large  
Torrington, Mayor Elinor Carbone, At-Large

### **Members Absent:**

None

### **Others Present:**

Robert Phillips, Executive Director – NHCOC  
Rista Malanca, Director of Community and Economic Development – NHCOC

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

Chairman Jerram called the meeting to order at 8:07AM.

### **2. Review of the Draft FY24-25 NHCOC Annual Budget Workplan**

The Executive Director and Director of Community and Economic Development presented the detailed explanation of the budget numbers and the workplan associated with the line items of revenue, expenditures and contract/pass through accounts. The committee was satisfied with what was presented and offered some direction on adding additional language for explanation purposes prior to forwarding on to the board for review at their next monthly meeting prior to formal approval in June.

*No motions were made.*

### **3. Approval of the October 12, 2023 Special Meeting Minutes**

*Motion (Weik) to approve the minutes as presented, seconded (Roy) and approved 6-0.*

### **4. Adjournment:**

*Motion (Roy) to adjourn, seconded (Weik). The meeting was adjourned.*



## **SPECIAL MEETING OF THE EXECUTIVE COMMITTEE**

**MINUTES – June 6, 2024**

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

New Hartford, Dan Jerram, Chair  
Harwinton, Mike Criss, Vice-Chair  
Morris, Tom Weik, Treasurer  
Torrington, Mayor Elinor Carbone, At-Large

### **Members Absent:**

Cornwall, Gordon Ridgeway, At-Large  
Roxbury, Patrick Roy, Secretary

### **Others Present:**

Robert Phillips, Executive Director – NHCOC  
Rista Malanca, Director of Community and Economic Development – NHCOC

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

Chairman Jerram called the meeting to order at 2:02PM.

### **2. Draft FY24-25 NHCOC Annual Budget Review and endorsement for Board approval**

The Executive Director and Director of Community and Economic Development presented the detailed explanation of the budget numbers and the workplan associated with the line items of revenue, expenditures and contract/pass through accounts. The committee was satisfied with the level of detail in this year's draft budget.

*Motion (Carbone) and seconded (Weik) and approved unanimously to recommend approval of the FY24-25 Annual Budget as presented to the NHCOC policy board.*

### **3. Review of changes to the By-Laws and Policies and Procedures**

The Executive Director walked the Committee through the proposed draft modifications of the Bylaws based upon a review of neighboring COGs and current Human Resource best practices.

Members suggested changes to several sections of the Bylaws, as well as suggested the creation of a Bylaws and Policies and Procedures Manual Review Subcommittee of 5 members to be created at the NHCOC policy board meeting for annual review of the same.

*Motion (Criss) and seconded (Weik) and approved unanimously to recommend, to the NHCOC Policy Board, the creation of a Bylaws and Policies and Procedures Review Committee of five members to be appointed by the Executive Committee for one year commencing July 1<sup>st</sup>.*

*Motion (Criss) and seconded (Carbone) and approved unanimously to modify the Bylaws as directed and distribute to the Executive Committee in a final form prior to consideration at a future NHCOC policy board meeting.*

Review of the Policies and Procedures Manual was tabled to a future focus session due to time constraints.

**4. Approval of the May 6<sup>th</sup>, 2024 Special Meeting Minutes**

*Item was tabled to the next meeting.*

**5. Adjournment:**

*Motion (Carbone) to adjourn, seconded (Weik). The meeting was adjourned at 3:01PM*