

Policy & Procedures Committee Meeting - minutes

Date: Monday, August 2, 2021

Time: 10:00 am

Location: Zoom meeting

Members attending: John Eckis, Johnny Sapp, Alba Vogland, Connor Toney, Melanie Lewis, Kitty O'Keefe and Josh Thomas.

Guest: Joyce Nelsen

Minutes

1. Announcements and Introductions
 - a. Announcements and Guest sign-in –
 - i) John called the meeting to order at 10:02am
 - b. Review/approve and/or amend minutes –
 - i) after review and discussion, a motion was made by Alba and 2nd by Johnny. Kitty to post on the OUNC website.
 - c. Chair – Statement:
 - i) John welcomed members.
2. Old Business –
 - a. Discuss and review meeting minutes from 12.11.19
 - i) Tabled
 - b. Continue discussion of Board Resolution 01-13-21-02
 - i) Discussion of late fees and finance charges occurred.
 - ii) John asked Josh to draft verbiage for finance charges and a tracking mechanism.
 - iii) Johnny asked if there are damages, how do we cover ourselves? He asked Josh to include this in new language.
 - iv) John asked Josh to include language in the OCC contract as well. Make it clear who is responsible to track these accounts.
 - v) Josh to have draft verbiage at the next board meeting.
 - c. New Employee policy recommendations to the board
 - i) Josh needs to update per last months meetings discussion.
 - ii) Preference: to make an employee manual and place in the Policy & Procedures manual when complete.
 - d. Mobile & Internet for employee
 - i) Members discussed some agencies require employee to have 2 separate phones. One owned by agency.
 - ii) Proposed: monthly stipend of \$60.
 - iii) John asked Josh to provide a proposal and submit to full board.
3. New Business –

4. For the Good of the Order -

5. Next Meeting –

i) September 2, 2021 at 10am. Kitty to schedule a Zoom meeting and email a Google Calendar invite to members

*Motion to adjourn was made by John and 2nd by Alba. Meeting adjourned at 10:48am
Minutes submitted by Kitty O'Keefe on August 3, 2021*