Policy and Procedures Committee Minutes
Date: Wednesday, November 8, 2023
Time: 1:00 pm

Members: Jessica Epley, Melanie Lewis, Kevin Hennessy, and Alba Vogland
Non-Voting Members: Micah Brown, KC Chumachenko, Lucas Schuaffler, Josh Thomas, and Kitty O'Keefe
Guests: none

1. Announcements and Introductions
    a. Announcements and Guest sign-in
    b. Motion by Alba to approve the minutes from 09.07.23 and 2nd by Melanie. Kitty to post on website.
    c. Comments from the Chair – Jessica welcomed members at 1:04 p.m.
2. Old Business

3. New Business

    a) Updates, discussion on pending policy proposals:

        i. **Surplus Property Disposition** - Amend Chapter 4 by adding 4.3: Property Inventory and Disposition, to create a policy for surplus property disposition as explained in Issue Summary #23-09-0033a.

            - See attachment – Issue Summary 23-09-0033a for full reference of discussion.
            - 4.3 Property Inventory and Disposition – discussion followed on adding these sections:

                - 4.3.1 Inventory of property
                - 4.3.2 Surplus or obsolete property
                - 4.3.3 Granting property to employees or board members

            - Members provided suggestions and Josh updated the live document.

        Committee Action: Jessica entertained a motion for committee members to recommend bringing this to the next board meeting for approval. So moved by Alba and 2nd by Melanie. Motion passed.

        ii. **Paid Time Off** - Amend Chapter 2: Personnel Policies to create a policy for paid time off as explained in Issue Summary #23-09-0034a.

            - See attachment – Issue Summary 23-09-0034a for full reference of discussion.
            - *PROPOSED ACTION: (1) Begin separating vacation, sick and personal business hours with running totals in bimonthly timesheet reporting. (2) Make additions to P&P Manual consistent with state policy and the Employee Manual.*
            - Recommendations: add the following to the P&P Manual:

                - 2.2.1 – Paid Time Off Accrual
                - 2.2.2 – Leave and Payout Policy

            - Members provided suggestions and Josh updated the live document.

        Committee Action: Jessica entertained a motion to send the paid time off and leave policy as discussed by members to the board for approval. So moved by Melanie and 2nd by Kevin. Motion passed.

iii. **Referral of Board Business** - Amend Chapter 1: Leadership and Function to create a policy for referral of business to and between committees as explained in Issue Summary #23-09-0035a.

- See attachment – Issue Summary 23-09-0035a for full reference of discussion.
- Members worked on language and Josh updated the live document.

Committee Action: Jessica entertained a motion on the proposed revisions to Chapter 1, with new language relating to committee referrals. So moved by Alba and 2nd by Jessica. Motion passed.

4. For the Good of the Order

5. Next Meeting: tbd

Meeting adjourned at 2:19 pm. Minutes submitted by Kitty O'Keefe on November 22, 2023

ISSUE SUMMARY

#23-09-0033a

SUBJECT: Surplus Property Disposition

DATE: November 8, 2023

PREPARED BY: Josh Thomas, Executive Director

With the purchase of the new Meeting Owl hardware for board and committee meetings, we will be faced with the decision of what to do with the old ones, which could still hold a total estimated value of $500 to $1,000. There is currently no policy in place to prescribe our process for disposition of outmoded, obsolete and surplus property.

This was not an urgent matter, because we still need the old ones as backups until we're certain the new equipment is working for us, but we will need to establish a policy for this and future items as we upgrade or no longer need OUNC inventoried property (*see related spreadsheet*).

According to the Oregon Department of Administrative Services (DAS), unless an agency is specifically excluded in ORS 279A, State Agencies shall dispose of surplus property though the DAS Surplus Property Program. OUNC is excluded from this requirement, per ORS 279A.025(3)(j). That leaves some flexibility when deciding whether to part with OUNC property via sale/auction, donation, disposal, recycling, etc.

PROPOSAL

After researching fees for selling through the DAS Surplus Property Program, it would not make sense for OUNC to utilize that program on a voluntary basis. Since OUNC is not bound to using the state system, I believe we will be best served to keep this policy simple and straightforward.

Since the Executive Director has spending authority up to $5,000, I should also hold authority for the disposition of property up to this amount as well. I propose the following addition to our Policy and Procedures Manual:

4.3. Property Inventory and Disposition

4.3.1 Inventory of property

Staff will maintain a detailed inventory of property owned by the Oregon Utility Notification Center that includes the date and amount of purchase with item descriptions. The Executive Director will provide relevant updates on inventory in board reports. Items that hold data must include serial numbers.

4.3.2 Surplus or obsolete property

When Oregon Utility Notification Center property is no longer needed or functional, it should be noted in the inventory document and disposed of at the discretion of the Executive Director. If the item is not functional, it will be recycled or disposed of. If the item is functional and holds value, it will be donated or sold to a partner organization, nonprofit or

community organization. Any proceeds received, if applicable, go to the General Fund. The Valuation Guide for Goodwill Donors will be used to determine value of an item when needed.

4.3.3. Granting property to employees or board members

In special circumstances, the Executive Committee may approve that an employee or board member keep or purchase items with a value estimated at less than $500. This could include office furniture or equipment at replacement, resignation or separation. Any items with an estimated value of more than $500 are subject to board approval. Details of the decision should be recorded in the inventory document, and any proceeds received go to the General Fund. The Valuation Guide for Goodwill Donors will be used to determine value of an item when needed.

RECOMMENDATION

Review and approve proposed addition to the Policy and Procedures Manual as stated above.

RELATED DOCUMENTS

- OUNC Inventory, *updated November 8, 2023*

ISSUE SUMMARY
#23-09-0034a

SUBJECT: Paid Time Off

DATE: November 8, 2023

PREPARED BY: Josh Thomas, Executive Director

Employees of OUNC accrue paid time off on a monthly basis, which combines vacation time, sick leave and personal business days into one consolidated 'bucket.' The question of what happens to that accrued time could prove to be an unfunded liability for the organization.

There is guidance from the Oregon Department of Administrative Services in State HR Policy 60.000.05 on Vacation Leave, which addresses a cap on accrual and pay out upon separation. However, that applies to agencies that separate the accrual of vacation time, sick leave and personal business.

As reference, OUNC's two employees currently have more than 400 hours of combined paid time off accrued. As reference, this is how the calculations are made for our accrual rates:

Vacation:

Years Worked	Vacation Accrual Rate
1- 5 years	12 days per year (8 hours/month)
5-10 years	15 days per year (10 hours/month)
10-15 years	18 days per year (12 hours/month)
15-20 years	21 days per year (14 hours/month)
20 -25 years	24 days per year (16 hours/month)
25+ years	27 days per year (18 hours/month)

Sick: 12 days per year (8 hours/month)

Personal Business: 3 days/year (2 hours/month)

Accrual is prorated to adjust for part-time hours less than 40 hours a week. While there is no accrual limit, our Employee Manual currently states "Upon termination of employment, employees will be paid for accrued vacation time, up to 250 hours of accrued time. An employee must have completed six months of service to qualify for payment." This is consistent with the DAS policy.

Additionally, the manual states, "No compensation for unused sick leave hours shall be allowed upon separation, except as provided in the applicable provisions of the Public Employees Retirement Act." It also states, "Personal leave does not accrue and is not paid out."

CONSIDERATIONS

With recent changes to classify employees under the state employees system, it makes sense to mirror the state policy for capping the payout for leave. Since personal business hours are “use it or lose it” each year, and sick hours cannot be paid out, vacation hours will need to be separated and tracked for record keeping. The same is true of sick leave for PERS reporting.

PROPOSAL

1. **Operational**: Begin separating vacation, sick and personal business hours with running totals in bimonthly timesheet reporting. Attempt to estimate current totals for each category. Since we are working with the Oregon Department of Administrative Services on a possible arrangement to handle our payroll, this may be a part of that process as well.
2. **Policy**: Make additions to Policy and Procedures Manual consistent with state policy and the Employee Manual.
    a. Include accrual rates in the Policy and Procedures Manual or a reference to the rates in the Employee Manual. Also reference guidance from State HR Policy 60.000.05.
    b. Include the 250 hours cap on payouts of accrued vacation hours in the Policy and Procedures Manual along with paid time off accrual rates.

RECOMMENDATION

Add the following to the Policy and Procedures Manual:

2.2.1. Paid Time Off Accrual

Employees accrue vacation hours based on the schedule listed in the Employee Manual, not to exceed 350 hours. Sick leave (8 hours a month) can be accrued but will not be paid out upon separation. Personal business hours (3 days annually) must be used in each calendar year and will not accrue.

2.2.2. Leave and Payout Policy

Except when otherwise specified, the Oregon Utility Notification Center follows State HR Policy 60.000.05 - Vacation Leave and 60.000.10 - Special Leaves with Pay, including protocol for special circumstances. Following state policy, upon termination of employment, employees will be paid for accrued vacation time, up to 250 hours. An employee must have completed six months of service to qualify for payment.

RELATED DOCUMENTS

- State HR Policy 60.000.05, 60.000.10

ISSUE SUMMARY

#23-09-0035a

SUBJECT: Referral of Board Business

DATE: November 8, 2023

PREPARED BY: Josh Thomas, Executive Director

COMMITTEE: Policy and Procedures

When the Budget and Audit Committee made a recommendation on financial audit frequency, members suggested that the matter would also need to be referred to the Policy and Procedures Committee before passage by the Board of Directors. This raised the question of whether an OUNC Committee has authority to refer board business directly between committees.

According to the Policy and Procedures Manual, "*… committees have authority to review and report to the full Board of Directors with respect to matters that may be assigned to them."*

By the letter of the manual, one could say that a committee can't take referrals directly without first going back to the board since it was not 'assigned' to them. However, you could also make an argument that our policy doesn't expressly say "assigned to them *by the Board of Directors*." It is inferred/implied, but not explicitly stated, so one could make a case that it could be assigned through another committee's action. Policy clarification is needed to address this issue.

FOR CONSIDERATION

This matter is important to consider in the interest of expediency, especially with quarterly meetings. An item going before two committees could take nine months before passage, as it would take three board meetings to get through the process at a minimum. There may ways to allow for Executive Committee approval and/or exceptions to keep board business advancing between meetings.

In addition to the question of referring business between committees, there are other related clarifications on policy to consider. These include addressing the following in our manual:

1) Spelling out our policy on introducing proposed changes in policy, statute or rule. Are there ever exceptions to using the concept submission form (introducing new business, emergency, Chairperson/Executive Committee, executive director)?
2) Can other new business originate in committees or be referred without a concept submission form if it does not involve changing policy, statute or rule?
3) Affirm that OUNC Board of Directors can approve business during a regular meeting without being required to refer the matter to committee – especially if it involves a simple change that does not warrant committee analysis and consideration.

RECOMMENDATION

Make the following addition to the Policy and Procedures Manual, Section 1.4, after the first paragraph:

New concepts for consideration by committees will be submitted via a concept submission form or an issue summary from staff. The Board of Directors will vote to refer or assign new or existing concept submission forms or issue summaries to standing and ad hoc committees. In the interest of expediency, in an emergency or when urgent attention is warranted, the Executive Committee can refer new or existing concept submission forms or issue summaries between committees. A request for referral between committees must be noted on the concept submission form or issue summary.