***SICOG Executive Board Meeting of July 5, 2022***

Vice-chair Diane Fitch called the meeting to order at 1:04 p.m. at the SICOG office. The following members were present: Christensen (by phone), Davidson, Fitch, Leners, Lesan, Riley, and Trickey.

Staff present: Waddle and Brimm.

Lesan made a motion to approve the agenda. Davidson seconded the motion, all ayes. Motion carried.

Riley made a motion to approve the minutes of the June 7, 2022 meeting. Trickey seconded the motion, all ayes. Motion carried.

Lesan made a motion to approve the financial reports as presented for the month of June. Davison seconded the motion, all ayes. Motion carried. Leners made a motion to transfer $60,000 from savings into the checking account. Riley seconded the motion. All ayes, motion carried.

Trickey made a motion to approve the “draft” Internal Controls Policy at this time, with the understanding that some areas will need to be updated in the future. Davidson seconded the motion. Fitch voted no and all others voted yes. Motion carried.

Trickey made a motion for Hagen to attend the NADO Transportation Conference in Kansas City, MO during July 19, 20 & 21, 2022. SICOG will pay for the normal conference expenses. Lesan seconded the motion. All ayes, motion carried.

Trickey made a motion the change the current vacation policy so that new employees receive 1-full day of vacation for every month worked starting with the first month through the 23rd month. Trickey wants this policy retroactive to include the newest staff members (Wilkinson and Hagen). Davidson seconded the motion. All ayes, motion carried.

Trickey made a motion to allow the Executive Director to set the office hours and work with employees schedules, providing it does not interrupt meeting the needs of the customer base. Leners seconded the motion. All ayes, motion carried.

Other items discussed included: grant report, contract income, legal, insurance claim, draft audit report, IEDA, IFA, EDA, personnel committee, building renovations, new staff, and miscellaneous.

Trickey made a motion to adjourn the meeting at 1:57 p.m. Riley seconded the motion, all ayes. Motion carried.

Minutes Submitted by Brimm