

MAC Board Meeting by Phone
October 26, 2016

I. Phone meeting called to order at 12:05 p.m. by Board President Vanessa Barr

Those present:

Board of Directors: Vanessa Barr, Vicki Walechka, Brenda Skogman, Dianna Umidon, Denise Loy, Chris Jensen, Shane Baker, Shawn Becker, Kelly Nicholson, Dresden Jones
Executive Director: Bobbi Holtberg

A phone meeting was called to finish making changes and additions to the MAC Personnel Policy so they can be presented to new employees hired.

Section: Employee Benefits

#5 – Paid Holidays

- Added another paid holiday to be labeled “Floating Holiday” for current and future employees to use as they choose.

#8 – Compensated Time

- Discussion of new Dept. of Labor law changes in place for non-profit organizations. Reviewed examples provided. Decided to separate and create #8 for Exempt Employees and #9 for Non-Exempt employees.
- Exempt employees cannot accrue comp. time or will be paid at time and a half after 40 hours.
- Created #9 – Non-Exempt Policy
- If a permanent, full time non-exempt employee they cannot accrue time either.
- Make changes to formatting to mirror the rest of the document. Renumber #9 to #10 for Temporary Employees and #10 to #11 Absence without Leave.

Section: Sexual Harassment

- Procedures sub-section, page 18, #4 – change to say Vice-President, not co-president.

Section: Ethics

- Page #20, 1st paragraph added “the” before Minnesota Alliance on Crime and in #7 added “the” before Minnesota Alliance on Crime.

Created and added a Conflict of Interest Declaration form, page 27.

Created and added a Records Retention Policy, page 35.

- On page 37, #3 - Emergency Planning we discussed how to comply with this. Bobbi will purchase a hard-drive and back up the MAC computers once a week. At this time Bobbi will keep it at home (off-site) in a fire-proof safe.

Section: Policy for Board’s Approval of IRS Form 990

- Decided a board resolution IS required in order for the Form 990 to be filed.
- The means of delivery shall be via Email to each director’s email address.

Prior to beginning our meeting, Bobbi mentioned that she is submitting a grant application for funds to use for Crime Victim’s Rights Week.

Respectfully Submitted,

Vicki Walechka
Board Secretary