

HNWS Closed Executive Session  
Legal and Personnel  
March 13, 2023

Mark Miller, Board President called the meeting to order at 4:05 P.M. The following Board of Directors were present: Mark Miller, Mike Matthews, Bill Thiel, Joe Campbell, and Don Linnell. Director Daryl Lynchard attended via Zoom. Also present were Jeff Crigler, Daniel Harrell, Esq., Jarod Cross, and Emerald McDaniel. Director David Crumbley was absent.

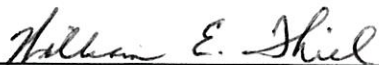
**Unfinished Business**

Legal and personnel issues were covered regarding the Employee Handbook policies at great length.

- The accrual method for the PTO policy was discussed. **Bill Thiel motioned to change the PTO Policy to the “accrue as you go” method and the carryover maximum be raised to eighty hours with the changes to begin January 1, 2024. Mike Matthews seconded. Motion passed unanimously. 6/0/0**
- No changes were made to the Holiday listing.
- Education Assistance form intent, legal recommendations, and collection option for previous TCHC employee [REDACTED] agreement was discussed at length. Legal Counsel was asked to review the current form to determine possibility of wage garnishment, to draft a rewrite with language to include relevancy to degree and possible promissory notes going forward.
- Compensation surrounding COLA, Year-End Bonuses, and Merit Increases were discussed at great length. Staff was asked to make recommendations based on best practices. Legal was asked to draft language for Employee Handbook. Performance evaluation process and schedule was discussed in detail.
- Legal Counsel was asked to review and make recommendations based on redundancy and to make recommendations of forms to take the place of some sections. Other sections to remove were discussed as well. Staff confirmed expectation of April meeting presentation of final draft for approval.

**Mark Miller motioned to adjourn. Joe Campbell seconded. Motion passed unanimously. 6/0/0**

Meeting adjourned at 5:06pm.

  
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Bill Thiel, Secretary