

**Cape & Vineyard Electric Cooperative, Inc.**  
**Executive Committee**  
**Open Session Meeting Minutes**  
**Thursday, May 16, 2013**

The Executive Committee of the Cape & Vineyard Electric Cooperative met in Open Session on Thursday, May 16, 2013 at 9:40 a.m. in the Conference Room 11/12, Barnstable Superior Courthouse, 3195 Main Street, Barnstable MA 02630

**PRESENT WERE:**

John Checklick, President/Director, Falmouth  
Charles McLaughlin, V. President/Director, Barnstable  
E. Mark Zielinski, Treasurer/Director, Barnstable County  
Peter Cabana, Executive Member/Director, Dukes County  
Lawrence Cole, Director, Harwich

**ABSENT:**

Margaret Downey, Clerk/Director, Cape Light Compact

**COUNSEL & STAFF PRESENT:**

Jeffrey Bernstein, Esq., BCK Law, LLC – Remotely by telephone  
Karen Loura, Administrative Assistant

**CALL TO ORDER**

Pres. Checklick called an Executive Committee meeting to order at 9:40 a.m. stating the meeting agenda had been posted pursuant to the Open Meeting Law on the CVEC Website at 8:13 a.m. on 5/14/13 @ <http://www.cvecinc.org/about/1668-2/> and on the Public Meeting Notice Board at Barnstable Superior Courthouse.

**PUBLIC COMMENT**

There were no public present.

**CVEC EXECUTIVE DIRECTOR/ADMINISTRATOR POSITION DESCRIPTION**

The Executive Committee reviewed and discussed the proposed draft position description for an Executive Administrator position. There was discussion concerning the position's job title, hours, salary and available benefits through Barnstable County. Atty. Bernstein said Corporations do not include "Executive Director's". CVEC is incorporated. *M. Zielinski moved the Committee vote to title the position General Manager/Administrator, approve the Position Description and pursue filling the position, seconded by C. McLaughlin and voted unanimously 4-0-0 in favor.*

The Committee discussed key available position advertising resources. Atty. Bernstein informed the Committee of available websites for posting "not for profit" employment opportunities and urged the Committee to include "please no phone calls or emails" within the advertisement.

**CVEC SPECIAL PROJECTS COORDINATOR POSITION DESCRIPTION**

The Committee reviewed and discussed the proposed draft position description for a Special Projects Coordinator. This position is viewed as a combination of services currently provided to CVEC by Consultants Ron Collins and Liz Argo. There was discussion about the current billing for these services, the hours, compensation, flexibility of hours, work week and work load.

C. McLaughlin urged the Committee to consider issuing a Request for Proposals (RFP) for Accounting Software specifically designed for this industry. Application of appropriate software may be helpful to ease in transition. Atty. Bernstein said software is available. M. Zielinski said Munis System has a module and he will check to see if it is capable of supporting CVEC needs. *C. McLaughlin moved the Committee vote to approve the Special Projects Coordinator Position Description and pursue filling the position, seconded by M. Zielinski and voted unanimously (4-0-0) in favor.*

#### **HIRING PROCEDURE**

The Committee then discussed the topic of a hiring process. The Committee agreed to offer anonymity to candidates through the initial screening phase and to conduct interviews in Executive Session. The Committee agreed to form a Screening Committee to adopt evaluation criteria to pre-screen resumes received. The Committee agreed to choose the finalist in Executive Session and make a recommendation to the Committee for consideration. Atty. Bernstein informed the Committee that multiple rounds can be used with the object to produce multiple candidates.

*P. Cabana moved the Executive Committee create a sub-committee to screen applicants consistent with MGLA Ch. 30A§21(8) and the Attorney General Open Meeting Law Opinion #2013-33, seconded by M. Zielinski and voted unanimously (4-0-0) in favor.* The following CVEC Directors agreed to serve on the Applicant Screening Committee:

- C. McLaughlin
- M. Zielinski
- L. Cole
- J. Checklick
- It was unanimously agreed to ask C. Hanson to also serve.

C. Checklick will work with M. Downey to place advertisements for these positions. It was agreed M. Downey could serve in an Ex-officio capacity during this process. There was discussion as to timing of advertising and deadline for applicants to respond.

The Committee established the draft timeline as follows:

- Receive resumes until June 14<sup>th</sup>
- Review resumes received until July 1<sup>st</sup>
- Conduct interviews until July 13<sup>th</sup>
- Present outcome to Board of Directors at the July 18<sup>th</sup> meeting
- Target Start Date: September 1st

There was discussion concerning available retirement and health benefits arrangements and scenarios. There was discussion about the need for a benefits consultant and the possibility of issuing an RFP for payroll and benefits management. C. McLaughlin offered to consult with an individual whom he knows who is knowledgeable in this subject.

J. Checklick will distribute finalized Job Descriptions.

The next CVEC meeting is June 20, 2013.

At 10:45 p.m. C. McLaughlin moved to adjourn, seconded by M. Zielinski and voted unanimously (4-0-0) in favor.

Respectfully submitted,

Karen E. Loura  
Administrative Assistant