

Cape & Vineyard Electric Cooperative, Inc.
Selection Committee
Open Session Meeting Minutes
Thursday, March 26, 2015

The Cape & Vineyard Electric Cooperative, Inc. Selection Committee met in Executive Session on Thursday, March 26, 2015 @ 1:45 p.m. in the Commissioners Meeting Room, Superior Court House, 3195 Main Street, Barnstable MA 02630

PRESENT WERE:

1. John C. Checklick, President/Executive Committee Member/Director, Falmouth
2. Charles McLaughlin, V. President/Executive Committee Member/Director, Barnstable
3. Charles Hanson, Director, Brewster

CONSIDERATION OF MEETING MINUTES

The Committee then considered the August 6, 2013 Selection Committee Open Session Meeting Minutes C. Hanson moved the Committee vote to approve the minutes seconded by C. McLaughlin and voted by roll call as follows:

<i>J. Checklick, Falmouth</i>	<i>yes</i>
<i>C. McLaughlin, Barnstable</i>	<i>yes</i>
<i>C. Hanson, Brewster</i>	<i>yes</i>

Motion carried in the affirmative (3-0-0).

The Committee then considered the August 8, 2013 Selection Committee Open Session Meeting Minutes C. Hanson moved the Committee vote to approve the minutes seconded by C. McLaughlin and voted by roll call as follows:

<i>J. Checklick, Falmouth</i>	<i>yes</i>
<i>C. McLaughlin, Barnstable</i>	<i>yes</i>
<i>C. Hanson, Brewster</i>	<i>yes</i>

Motion carried in the affirmative (3-0-0).

The Committee then considered the August 13, 2013 Selection Committee Open Session Meeting Minutes C. Hanson moved the Committee vote to approve the minutes seconded by C. McLaughlin and voted by roll call as follows:

<i>J. Checklick, Falmouth</i>	<i>yes</i>
<i>C. McLaughlin, Barnstable</i>	<i>yes</i>
<i>C. Hanson, Brewster</i>	<i>yes</i>

Motion carried in the affirmative (3-0-0).

REVIEW AND POSSIBLE VOTE TO CHANGE TITLE AND POSITION OF SPECIAL PROJECTS COORDINATOR

John Checklick opened up the discussion with a review of the current position description of the Special Projects Coordinator (SPC) and discussed how the position responsibilities have evolved over the past 18 months. Liz Argo provided him a list of activities and responsibilities (copies not provided at this meeting) she has undertaken and /or accomplished over the past 18 months. Liz Argo also provided an "Expanded Job Description Based on Current Activities" position description with her accomplishments/activities described alongside the "Essential Functions" items listed in her position description.

Messrs Hanson and McLaughlin agreed that Liz Argo as SPC has done an exceptional job in meeting the requirements of the position to the best of her ability. While noting there are areas for improvement, her performance in the position has met or exceeded the committee's expectations.

The Committee discussed the expanded role of the SPC since CVEC was not in a position to hire an Administrator (to serve in the role of General Manager). This expanded role requiring the SPC to take on a more leadership and administrative role than originally contemplated. The Committee members all agreed that it is appropriate and it is the right time to consider changing the SPC position into a management position.

John Checklick volunteered to draft a new position description for the management position contemplated. He will share it with the Committee members prior to the next meeting. The Committee agreed to meet again on Tuesday, April 7th at 10:30 am.

OPEN SESSION VOTE ON ENTRY INTO EXECUTIVE SESSION

At 2:15 p.m. *C. Hanson moved the Committee enter into Executive Session, seconded by C. McLaughlin.* Pres. Checklick stated the reasons for Executive Session as follows:

1. Approval of Meeting Minutes (Executive Committee Executive Session Minutes) pursuant to M.G.L. c. 30A, § 21 (a) (10) and M.G.L. c. 30A, § 21 (a) (3).

He stated the Committee would not return to Open Session this day. *The Committee then voted by roll call vote as follows:*

<i>J. Checklick, Falmouth</i>	<i>yes</i>
<i>C. McLaughlin, Barnstable</i>	<i>yes</i>
<i>C. Hanson, Brewster</i>	<i>yes</i>

Motion carried in the affirmative (3-0-0).

Respectfully submitted,

John C Checklick

List of Documents & Exhibits:

- Meeting Notice/Agenda
- August 6, 2014 Special Projects Coordinator Selection Committee Open Session Meeting Minutes
- August 8, 2014 Special Projects Coordinator Selection Committee Open Session Meeting Minutes
- August 13, 2014 Special Projects Coordinator Selection Committee Open Session Meeting Minutes
- Special Projects Coordinator Position Description
- Administrators Position Description
- Liz Argo Expanded Job Description Based on Current Activities