

**MINUTES OF THE WORK SESSION OF THE BOARD OF GOVERNORS OF THE
MILFORD AREA COMMUNICATIONS CENTER
VIA ZOOM (AMIDST THE GOVERNOR COVID-19 INSTRUCTIONS)**

September 23, 2020

PRESENT: Jay Wilson, BOG Chairman, Town of Mont Vernon
Craig Frye, BOG Vice Chairman, Town of Milford
Eric Olesen, BOG Member, Town of Wilton
Jason Johnson, MACC Director
Darlene Bouffard, Recording Secretary

1. Call to Order: J. Wilson called the meeting to order at 9:30 a.m. E. Olesen was present; C. Frye was present. J. Wilson indicated this meeting is to discuss the employee handbook and the IMA.

Discussions regarding the handbook sections ensued, with E. Olesen noting any changes or modifications in the hard copy. Section 3 was reviewed, followed by Sections 4 and 6. There was discussion of how the timecards are kept, electronic or paper. It was noted that paper timesheets are kept, MACC does not have the electronic time system. J. Wilson asked if section 3 should be in the Employee Handbook or in the Policy book. E. Olesen thought once all the changes are made to what has been typed, the BOG would determine what sections would go in the Employee versus the Policy handbook. C. Frye agreed that we make that determination once all changes are made. Phone usage was discussed briefly, with the advancements in cell phones, using the MACC landline phone should not be an option, as all calls are recorded.

J. Wilson moved to adjourn at 11:35 a.m. E. Olesen seconded. A poll was taken: C. Frye yes; E. Olesen yes; J. Wilson yes. Meeting was adjourned.

Respectfully Submitted,

Darlene J. Bouffard
Recording Secretary

Chairman, Jay Wilson

Vice Chairman, Craig Frye

Member, Eric Olesen

THE MINUTES OF THE 9/23/20 BOG WORKSESSION OF MACC WERE APPROVED