



Burrillville Extended Care Board of Directors

MINUTES

Regular Meeting of the Board of Directors of Burrillville Extended Care (BEC) held on Tuesday, November 1, 2016, in the Steere Farm Elementary School Library, 915 Steere Farm Road Pascoag, RI 02859

Meeting called to Order by Chairman Gregory Devlin at 6:32 p.m.

Members Present: Gregory Devlin, Dawn Williams, James Alix

Member Absent: Stephen Mulcahey

Members Excused: Michael Dutilly

Others Present: Kelly Cournoyer, BEC Director
Lisa Nault, Assistant BEC Director
Shannon Murphy, Office Manager
Michelle D. Bouchard, ex-officio member representing the Town Council

- 1) Motion by Gregory Devlin and seconded by Dawn Williams to accept the minutes of the September 6, 2016, meeting and dispense with the reading of said minutes. Motion passed unanimously.
- 2) Public comment: None
- 3) Correspondence: None
- 4) Good and Welfare: None
- 5) Old Business to be considered and acted upon: Update on BEC Employee Handbook

Mr. Alix provided an account of some changes in the Employee Handbook that were recommended by town manager Michael Wood as well as by the town's labor attorney, Mr. Jeffrey Kastle. Among the considerations was the fact that the BEC program is open on two legal holidays – Victory Day and Veterans Day. Mr. Wood indicated that whether the BEC program is open or not on these or any other day is at the discretion of the program director, in consultation with the town administration. With that guidance, Mr. Alix recommended keeping matters unchanged regarding holidays.

A motion was made by Gregory Devlin and seconded by Dawn Williams to accept the revisions of the employee manual as discussed. The motion passed unanimously.

- 6) New Business to be considered and acted upon:
 - a) Consider and act upon report of FY 2017 Year-to-Date Financial Statement
 - Shannon Murphy presented the current Profit-and-Loss statement. No vote was taken.
 - b) Consider and act upon holiday pay for staff
 - This matter was discussed under the above-topic regarding the employee manual. Mr. Wood indicated that the town would, of course, abide by state law regarding holiday pay. No vote was taken.
 - c) Consider and act upon election of officers of the BEC Board of Directors
 - Mr. Alix nominated Mr. Devlin to continue as chairman of the Board of Directors, and Mr. Devlin was then selected as chair by unanimous vote.

- Mr. Devlin nominated Mr. Alix to continue as secretary of the Board of Directors, and Mr. Alix was then selected as secretary by unanimous vote.
- 7) Motion to adjourn was made by Mr. Alix and seconded by Dawn Williams. The motion passed unanimously, and the meeting was adjourned at 6:53 p.m.

Respectfully submitted,

James H. Alix

Secretary, BEC Board of Directors