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**Lower Cape Fear Water & Sewer Authority**

Personnel Committee Meeting Minutes

February 12<sup>th</sup>, 2024

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Chairman Knight called to order the Personnel Committee Meeting on February 12<sup>th</sup>, 2024, at 8:45 a.m. The meeting was held at the Authority's office located at 1107 New Pointe Boulevard, Suite 17, Leland, North Carolina.

**Present:** Norwood Blanchard, Wayne Edge, Harry Knight, Al Leonard, Jackie Newton, Scott Phillips, Charlie Rivenbark, and Bill Sue

**Present by Virtual Attendance:** none

**Absent:** Bill Saffo

**Staff:** Tim Holloman, Executive Director; Matthew Nichols, General Counsel; Sam Boswell, COG; and Danielle Hertzog, Financial Administrative Assistant

**Guest:** Director Patrick DeVane; Director Phil Trip; Jorgen Holmberg, Computer Warriors; and Glenn Walker, Brunswick County Water Resources Manager

**FY 2024-2025 Proposed Salary increases in Budget Process**

Executive Director Holloman advised he has looked at other agencies, and they are doing between three and six percent. Therefore, he will also keep it in the range, looking to do four percent cola and two percent merit.

**Bereavement Leave**

Executive Director Holloman advised that the LCFWASA does not currently have bereavement leave. He would like to update the personnel policy to provide three days of leave if passing for immediate family or equivalent.

**ADJOURNMENT**

There being no further business, Chairman Blanchard adjourned the meeting at 8:50 a.m.

Respectfully Submitted,



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Tim Holloman, Executive Director