
Lower Cape Fear Water & Sewer Authority

Personnel Committee Meeting Minutes

December 11th, 2023

Chairman Blanchard called to order the Personnel Committee Meeting on December 11th, 2023, 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, Scott Phillips, Charlie Rivenbark, and Bill Sue

Present by Virtual Attendance: none

Absent: Al Leonard, Jackie Newton, and Bill Saffo

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

Guest: Director Patrick DeVane; Director Chris Smith; Director Phil Trip; Director Frank Williams; Jorgen Holmberg, Computer Warriors; Glenn Walker, Brunswick County Water Resources Manager

Discussion: Calendar for 2024

Executive Director Holloman advised that before 2023, the committee would meet as needed. Then, in 2023, the schedule was approved quarterly to update the committee on the status of the Financial Administration Assistant clerk certification courses. Director Rivenbark suggested we go to semiannual meetings and as needed.

Motion: Director Knight **MOVED**; seconded by Director Rivenbark, to update Personnel Committee Calendar for 2024 to semiannual and as needed. Upon voting, the **MOTION CARRIED UNANIMOUSLY**.

ADJOURNMENT

There being no further business, Chairman Blanchard adjourned the meeting at 8:49 a.m.

Respectfully Submitted,



Tim Holloman, Executive Director