

**Muskegon River Watershed Assembly  
Finance/Human Resources Committee Meeting  
September 9, 2013  
USDA Service Center - Fremont**

MRWA Finance/HR Committee Chair, Kurt Ray, convened the meeting at 5:41 p.m. Those present were:

Kurt Ray, Finance/HR Committee Chair  
Greg Mund, MRWA Chair  
Gary Noble, Executive Director

Terry Stilson, Program Director  
Karen Ickes-LeMasters, Project Manager

**Agenda** – no changes as presented.

**Approval of Meeting Summary**

**The November 14, 2012 Finance/HR Committee meeting summary was accepted as presented.**

**Old Business**

**Financial Reports – Changes**

- **Ray requested that Stilson send her the effect of the financial report for the end of September using an accrual basis.**

**New Business**

**Unwritten Personnel Policies**

- **Personal Time**
  - Discussion was made about salary vs. hourly wage employees.
  - Flex time will be recommended with the following qualifications:
    - Core period for earning flex time is 6:00 AM through 8:00 PM.
    - Four (4) hours maximum per day can be taken using flex time.
    - Up to six (6) hours maximum per pay period can be taken using flex time.
    - No carryover to the next pay period.
    - Advance notice (preapproval when possible).
    - Some discretion can be used.
- **Communications**
  - Meeting minutes will be sent to meeting participants for comment first – before going to all Board members.
  - Meeting minutes must be approved before putting them on the website.
- **Working at Home**
  - Will be recommended with the following qualifications:
    - Need people in office under normal operations.
    - Prior notice when possible and prior approval needed from Executive Director.

**The next meeting will be set at the September 16 Board meeting. Noble will send out a notice to see if Board members can attend a face to face meeting.**

**The meeting adjourned at 7:43 p.m.**

Respectfully submitted,  
Terry Stilson  
Program Director