

**PLATTE COUNTY BOARD OF SERVICES
POLICY COMMITTEE MEETING MINUTES**

Tuesday, June 11th, 2024

Members Present: Susan Finn, Dr. Jeffrey Kingsley, Dr. Michael Shafe', Sandra Thomas

Members Absent: Stuart Anderson, Wendy Fife, Blake Sherer

Staff Present: Diane Bickham, Drew Ehrlich, Martha Jaynes, Jackie Kenworthy, Chad Sinnwell, Richard Vandal

Call to Order: The meeting was called to order at 6:01 by Martha Jaynes

For Discussion and Recommendation to the Board of Directors:

1. **By-Laws Discussion.** Martha shared with the Committee the By-Laws which has been updated to reflect the following changes.
 - Election of Officers- Nominations in May, voting held in June
 - Treasurer- Surety Bond requirement
 - Yearly signatures for the Code of Ethics and Conflict of Interest
 - Annual Self Review for the Board of Directors
 - CARF Governance
 - Add Cash Reserve threshold- in Finance policy, not By-Laws
 - Add Mission, Vision, and Values

A motion was made by Dr. Michael Shafe' and seconded by Dr. Jeffrey Kingsley to recommend the Board of Directors approve annual review of the By-Laws, in June, from the Policy Committee. Motion passed unanimously.

2. **Personnel Policy Update.** Martha shared with the Committee changes to the Personnel Policies, which included the following.
 - Holidays and Paid Time Off Policy
 - Work Hours and Payroll Policy
 - Light, Limited, and Modified duty Policy
 - Fitness For Duty

The Policy Committee will review the changes and will notify Martha if any further changes are needed. A motion was made by Dr. Michael Shafe' and seconded by Dr. Jeffrey Kingsley to recommend the Board of Directors approve the Personnel Policy Updates, pending any changes. Motion passed unanimously.

With no further business to discuss, a motion was made by Dr. Michael Shafe' and seconded by Dr. Jeffrey Kingsley to adjourn the meeting. The meeting was adjourned at 6:37pm.

Minutes taken by:
Jackie Kenworthy
PCBS Office Facilitator

