



Present: Chairman Geoff Oxnam, Vice-Chair Mike Gill, Treasurer Andrea Pelletier, Mr. John Quinn, Dr. Eric Wachsman, Dr. Samuel Williams, Dr. Mary Beth Tung, Mr. Roop Vijayan, Ms. Kathy Magruder, Ms. Sabrina Bachman, and guest Ms. Brenda Foca with Focas HR, LLC.

Excused: Mr. Al Delia and Ms. Brittney Powell

Welcoming Remarks: Chairman Oxnam welcomed Board Members to the meeting at 3:02 PM, making introductions and presenting an overview.

First Order of Business: Ms. Magruder and Ms. Ross presented a contract for the Maryland Wood Supply Chain Analysis.

Chairman Oxnam requested a motion to approve a contract in the amount of \$44,000 to Renewable Resource Solutions, LLC to complete a Maryland Wood Energy Supply Chain Analysis; which will enable MCEC to accomplish a deliverable associated with grant funding for this purpose. Dr. Wachsman moved the motion. Mr. Quinn seconded the motion. The motion passed with no abstentions or objections.

<i>Chairman Oxnam – AYE</i>	<i>Ms. Powell – Excused</i>
<i>Vice-Chair Gill – Absent</i>	<i>Mr. Quinn – AYE</i>
<i>Treasurer Pelletier – AYE</i>	<i>Dr. Wachsman – AYE</i>
<i>Mr. Delia – Excused</i>	<i>Dr. Williams – AYE</i>
<i>Dr. Tung – Absent</i>	

CLOSED Session: General HR Matters

Chairman Oxnam called for a motion to close the meeting in accordance with Section 3-305(5) of the Open Meetings Act, to discuss personnel matters, recognizing Dr. Williams, who has taken the Open Meeting Training. Dr. Wachsman moved the motion. Ms. Pelletier seconded the motion. The motion passed with no abstentions or objections at 3:09 PM.

<i>Chairman Oxnam – AYE</i>	<i>Ms. Powell – Excused</i>
<i>Vice-Chair Gill – Absent</i>	<i>Mr. Quinn – AYE</i>
<i>Treasurer Pelletier – AYE</i>	<i>Dr. Wachsman – AYE</i>
<i>Mr. Delia – Excused</i>	<i>Dr. Williams – AYE</i>
<i>Dr. Tung – AYE</i>	

Reopen Session:

Chairman Oxnam requested a motion to open the meeting to transact additional business and report on any action taken during the closed session. Dr. Williams moved the motion. Dr. Tung seconded the motion. The motion passed with no abstentions or objections at 3:50 PM.

<i>Chairman Oxnam – AYE</i>	<i>Ms. Powell – Excused</i>
<i>Vice-Chair Gill – Absent</i>	<i>Mr. Quinn – AYE</i>
<i>Treasurer Pelletier – AYE</i>	<i>Dr. Wachsman – AYE</i>
<i>Mr. Delia – Excused</i>	<i>Dr. Williams – AYE</i>
<i>Dr. Tung – AYE</i>	

Report on Action Taken: Chairman Oxnam reported the approval of the Executive Director's Employment Agreement and an award of \$7500 for 2021 for the 2021 performance goals achieved.

Adjournment: *Chairman Oxnam requested a motion to adjourn the meeting.
Dr. Wachsmann moved the motion. Ms. Pelletier seconded the motion.
The meeting adjourned at 3:59 PM with consensus.*

Addendum #1:

With consensus, Board Members directed MCEC staff to make the changes to the MCEC Employment Agreements and Employee Policy Handbook as noted in the memo below.

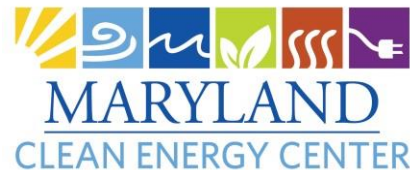
January 4, 2023

MEMO

To: MCEC Board of Directors

From: Brenda Foca, HR Consultant

Re: HR Action Items/Follow-up from December 14th Board of Directors Meeting



As a follow-up to December 14th Board of Director's meeting, this memo serves as an update to the items discussed, the actions taken and resolution of the specific items outlined.

During December's meeting, a discussion took place about certain language in the drafted Employment Agreements that was of concern. First, the Board wanted the Board of Directors as the employer redacted and wanted "MCEC" as the employer. The Board also wanted to remove the language restricting compensation of severance for convenience (without cause) to 12 weeks, to a non-specific time frame, but still in their sole discretion.

The specific changes were drafted and sent to Roop and Katherine for review and approval. In addition, Brenda drafted new employment agreements for all team members and updated the template for new team members hired going forward. Those employment agreements were uploaded in Justworks employee portal for review and electronic signature. All employees have reviewed and signed.

The severance pay section in the Employee Handbook was also updated and consistent with the Employment Agreement. The Employee Handbook has also been uploaded into the Justworks employee portal and assigned to each employee for review and signature/acknowledgement.

At this time, there are no other outstanding items and these issues have been satisfactorily resolved.

Recording of the meeting can be found at: http://bit.ly/MCEC_2022_12-14