**Board Meeting Addendum**

**Addendum to September 21, 2016**

**OCCRRA Board of Directors Meeting**

Quorum was not met during the September Board Meeting. Email votes were taken to pass the following items:

**Item 1**

***Minutes:***

**Consent Agenda (Mike Upton)**

* + - Minutes from June 2016 Board Meeting.
		- FY2016 – 4th Quarter Financials (April 2016, May 2016, and June 2016 Tentative)
		- Management Report/OCCRRA Highlights

Discussion – June financials are tentative, reflecting figures not yet complete. The agency has until September 30th to submit final charges to OKDHS CCS. Before PTO Liability and Depreciation year-end entries, the agency ended the year with approximately $1,500 in the black.

***No motion was made – a vote will be taken via email.***

***Email Votes:***

7 votes were necessary to approve the consent agenda. 12 members were polled, 7 were received accepting the motion to approve the consent agenda, 5 were unresponsive. The motion passes.

**Item 2**

***Minutes:***

***Personnel Policies***

The Fair Labor Standards Act (FLSA) has been amended to change exempt employee salary requirements effective December 1, 2016. Salary requirements for exempt personnel and terminology changes have been made to the OCCRRA personnel policies.

*Salary Requirements*: The new salary requirement to be considered exempt is just over $47,000 per year. The only person who exceeds that salary is Paula. This means the other four staff are no longer considered exempt employees and must be paid overtime for any hours over 40 worked in a week.

*Terminology*: Exempt and Non-Exempt terminology has changed to overtime-ineligible/not overtime protected and overtime-eligible/overtime protected, respectively.

The law has made it very clear that any overtime-eligible/overtime protected employee who works in excess of 40 hours per week must be paid overtime, without exception. However, there can be disciplinary action taken if overtime is worked without prior approval, up to and including termination. (page 28)

All sections of the personnel policies that were affected by the above changes were updated and have been submitted to the board for approval.

The agency benefit list though not a part of the personnel policies was also changed. Life insurance benefits changed this year including both the carriers and the coverage.

***A motion was made by Karen Smith to approve the policy changes as stipulated above; seconded by Austin Marshall; all present were in favor.***

*Without quorum, the final votes needed to solidify the motion must be taken via email and amended into the minutes.*

***Email Votes:***

6 votes were made during the board meeting, all affirmative. One more vote was necessary to pass the motion. Of the 6 remaining votes eligible to vote, 2 were received accepting the motion, while 4 were unresponsive. The motion passes.