

**MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS FOR
NORTHCENTRAL ELECTRIC COOPERATIVE**

The March 22, 2023, meeting was held pursuant to the Bylaws. All Directors were present. Also present were Kevin Doddridge, CEO/General Manager, Attorney, James E. Woods, and Staff.

President Pat Woods called the meeting to order at Noon.

The Invocation was given by JD Cox.

Next, Motion by Director Morris Thompson to approve the March 22, 2023, Agenda. Motion seconded by Director Julie Niblett. Motion put to vote and passed.

LISTENING SESSION: None.

Next, Motion by Director Don Dickerson to approve the 2023 February Board Minutes. Motion seconded by Director Tony Taylor. Motion put to vote and passed.

Next, Motion by Director Tony Taylor, seconded by Director Julie Niblett, to approve new and terminated members for February 2023. Motion put to vote and passed.

Next, the Board reviewed financial reports for February 2023.

Next, Attorney's Report – Attorney Woods read a letter to the employees of Northcentral from the Board of Directors acknowledging their work during the recent ice storm. Motion by Director Jerry Nichols, seconded by Director Don Dickerson to approve this letter with each Directors signature. Motion put to vote and passed.

Next, Staff gave updates on their department, but no action taken.

NEW BUSINESS:

Next, Motion by Director Jerry Nichols, seconded by Director Morris Thompson to approve the PTO Policy. Some with excess leave will have the option to take the payout over 4 years. Motion put to vote and passed.

Next, Motion by Director Don Dickerson, seconded by Director Julie Niblett to approve the Bereavement Leave Policy. Motion put to vote and passed.

Next, Darin Farley discussed the need for a new bucket truck. Darin received several quotes for the chassis and boom installation and made a recommendation to the Board. Motion by Director Jerry Nichols to approve the purchase of the truck from Rush Truck Center of Tennessee for \$82,926 and the 55-foot boom installation from Terex for \$227,983. Motion seconded by Director Ricky Jones. Motion put to vote and passed.

ITEMS OF MUTUAL CONCERN: None.

Chairman declared no further business, Motion by Director Don Dickerson and seconded by Director Tony Taylor to adjourn. Motion put to vote and passed. The Chairman declared the meeting adjourned.


PAT WOODS, PRESIDENT


DON DICKERSON, SECRETARY

AGENDA

BOARD OF DIRECTORS REGULAR MEETING

March 22, 2023

- 1) Call to order by President
- 2) Invocation
- *3) Approve Agenda of March 2023 Board Meeting
- 4) Listening Session (If Needed)
- *5) Approve Minutes of February 2023 Board Meeting
- *6) Approve New and Terminated Members
- 7) Review February 2023 Financial Statements
- 8) Attorneys Report
- 9) Staff Reports
 - A. Marketing and Business Development
 - B. Engineering/Operations Report
 - C. Line Construction Report
 - D. Safety Report
 - E. Administrative Report
 - F. Manager's Report
- 10) Old Business
- 11) New Business
 - *A. Approve Transition from Leave to Paid Time Off
 - *B. Approve Equipment Purchase
- 12) Items of Mutual Concern
- 13) Adjourn

**TO THE EMPLOYEES OF
NORTHCENTRAL ELECTRIC COOPERATIVE**

March 22, 2023

The Board of Directors, by unanimous vote, would like to commend you on the excellent job you all did during the recent ice storm.

Your dedication and your demonstration of work ethic is a hallmark for the meaning of service to the members of the Northcentral Electric Cooperative.

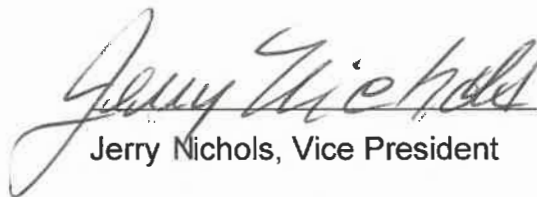
You are greatly appreciated.

Respectively Submitted,

The Board of Directors of Northcentral Electric Cooperative



Pat Woods, President



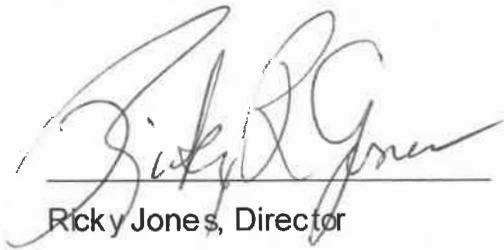
Jerry Nichols, Vice President



Don Dickerson, Secretary



Kim Gordon, Director



Ricky Jones, Director



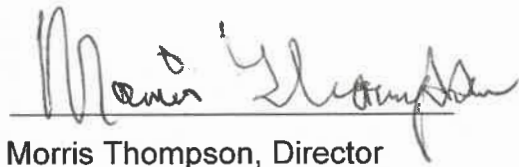
Phil Lachaussee, Director



Julie Niblett, Director



Tony Taylor, Director



Morris Thompson, Director

Northcentral Electric Cooperative™

Policy Number 40-020

PTO Policy

I. Purpose:

To provide flexible paid leave for full time Cooperative employees that can be used for vacations, sicknesses, and personal business.

II. Annual Leave and Sick Leave Conversion to PTO

A. Employees can roll over a maximum of 160 hours of Annual Leave to PTO

1. If an employee has greater than 160 hours of Annual Leave at the time of conversion the employee has the option to:
 - a. Sell the Annual Leave hours over 160 hours at 50% of the employee's current rate of pay.
 - b. Use the hours over 160 by the end of December 2023
 - If the hours are not used by the end of December 2023 the employee can sell back the unused hours at 50% of the employees' current rate of pay.
- B. Employees can roll over a maximum of 780 hours of Sick Leave to PTO
1. If an employee has greater than 780 hours of Sick Leave at the time of conversion the employee has the option to:
 - a. Sell the Sick Leave hours over 780 hours at the employee's current rate of pay.
 - b. Deposit the Sick Leave hours over 780 hours at the employee's current rate of pay in their 401k plan (Subject to current IRS limits)
 - c. If the employee's balance is over \$20,000, they have the option to spread the payment out over 4 years.
 - d. A combination of the above

III. Policy & Procedure:

- A. All full time employees of Northcentral Electric Cooperative shall be granted Paid Time Off (PTO) at their regular rate of pay.
- B. PTO can be used at the employee's discretion, with their supervisor' approval, to cover absences for Vacations, Illness, Medical/Dental/Vision appointments, and time off for personal business.
- C. The employee' length of service determines the PTO accrual rate each pay period.
- D. PTO will become effective on each employee's hire date and can be used as the leave is earned.

E. PTO accrual rates:

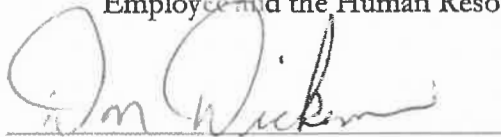
<u>Length of Service</u>	<u>Days/Year</u>	<u>Hours/Month</u>
0 - End of 4 th year	18.00 days	12.00 hours
5 – to end of 9 th year	21.00 days	14.00 hours
10 – end of 14 th year	24.00 days	16.00 hours
15 – end of 19 th year	26.00 days	17.33 hours
20 – end of 24 th year	28.00 days	18.67 hours
25 years and greater	30.00 days	20.00 hours

- F. PTO requested by the employee will require approval by the employee's immediate supervisor and requests should be made as far in advance as possible. The supervisor can deny a PTO request due to staffing, workload, etc.
- G. PTO may not be used in advance of being earned.
- H. Employees are responsible for contacting Human Resources if there is a possibility that leave over 3 days may be counted as Family & Medical Leave.
- I. Employees may carry over a maximum of 1,000 PTO hours from December to January each year. It is an employee's responsibility to take enough PTO during the year to avoid forfeiting any unused PTO time.
- J. Employees may use earned PTO to supplement their compensation if they are receiving disability or worker's compensation benefits. The combination of any such disability payments and PTO may not exceed the employee's normal base earnings.
- K. Northcentral counts approved PTO leave hours toward hours worked for overtime purposes.
- L. PTO December payout for employees from hire to end of their 9th year of service:
1. Accrued PTO balance must be 780 hours and sell back cannot drop the balance below 780 hours.
 2. Employee can sell back up to 40 hours PTO as long as the balance doesn't drop below 780 hours.
 3. Employee must use 40 hours of PTO during the previous year.
 4. Employee can receive cash and/or 401k deposit (Subject to current IRS limits)
- M. PTO December payout for employees the start of their 10th year and greater
1. Accrued PTO balance must be 780 hours and the sell back cannot drop the balance below 780 hours.

2. Employee can sell up to 80 hours of PTO as long as the balance doesn't drop below 780 hours.
 3. Employee must use 80 hours of PTO during the previous year December to November.
 4. Employee can receive cash and/or 401k deposit (subject to current IRS limits)
- N. PTO annual payouts will occur in December.
- O. Upon separation of employment an employee is paid their PTO at their current rate of pay. (Maximum of 1,000 hours)
- P. Upon the employee's normal retirement date, the employee may receive the PTO Leave disbursements as follows:
1. Total cash payment of PTO balance at retirement at the employee's current rate of pay.
 2. Employee can convert the PTO balance to a HRA created by Northcentral for the employee. Payments for future medical insurance premiums can be deducted from this account.

IV. Policy Responsibility

Northcentral's General Manger/CEO, Employees' immediate Supervisor, each individual Employee and the Human Resource Department are responsible for this policy.



Secretary



President

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Northcentral Mississippi Electric Power Association

Policy Number 40-040

Bereavement Leave

I. Purpose

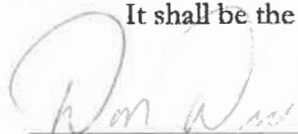
To provide employees with a limited amount of time off from work as a bereavement period in the event of the death of a member of the employee's immediate family.

II. Policy Statement

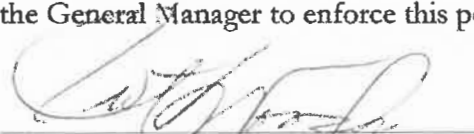
- A. Full time employees shall receive up to 4 consecutive work days leave for the death of a member of his/her immediate family.
- B. Immediate family is defined as any of the following including (Step, Adopted and Foster)
 - 1. Spouse
 - 2. Child
 - 3. Parent
 - 4. Brother, Sister
 - 5. Grandparent, Grandchild
 - 6. Father-In-Law, Mother-In-Law, Son-In-Law, Daughter-In-Law
- C. Any time off must be approved by said employee's immediate supervisor and any additional time off will be used as PTO.

III. Policy Responsibility

It shall be the responsibility of the General Manager to enforce this policy.



Secretary



President

Revised 03/22/2023

Note: This policy supercedes any policy concerning Bereavement Leave.

Previous 08/22/2012

