

# October 20, 2016 Special Meeting of the Board

**2016-10S-001 Consent Items A-D** It was moved by Mr. Miller, seconded by Mr. Martin, to approve Consent Items A-D as follows:

**A. EMIS Coordinator Job Description**

The Executive Director recommends that the job description for the EMIS Coordinator be accepted as presented in Exhibit A.

**B. Employment of EMIS Coordinator**

The Executive Director recommends the hiring an EMIS Coordinator for November 1, 2016 through July 1, 2017, for \$666.66 per month (prorated on an \$8000 annual salary) as a purchased service.

**C. Administrative Assistant Job Description**

The Executive Director recommends the job description for the Administrative Assistant be accepted as presented in Exhibit B.

**D. Addendum of Christine Steiner's Employment Contract**

The Executive Director Recommends an Addendum be approved to change the job title in the employment contract of Christine Steiner, from EMIS Coordinator/Data Coordinator to Administrative Assistant effective November 1, 2016. Other terms of the employment contract remain the same.

**2016-10S-002 Adjournment**

It was moved by Mr. Martin and seconded by Rev. Miller to adjourn at 1:08 p.m.