

**Bennington County Regional Commission  
EXECUTIVE COMMITTEE**

**MINUTES**

**Friday - December 17, 2021**

**8:30 AM**

**Meeting Conducted via ZOOM**

Present: Janet Hurley, John LaVecchia, Cinda Morse, Nick Zaiac, Dan Monks, Dimitri Garder  
Staff: Jim Sullivan and Bill Colvin

1. Approval of Minutes: October 22, 2021

Motion to approve the Minutes as presented by Zaiac. Second by Morse. Passed unanimously.

2. Financial Report

Sullivan presented an overview of the current Balance Sheet as well as actual vs. budgeted income and expenses through November. Noted in particular that the Commission has quite a bit of cash, due to early receipt of “one-time” funds of \$75,000 in July (most funds are paid out quarterly and/or on a reimbursement basis) as well as \$60,000 received and being held for the BCSWA for a future household hazardous waste facility. Discussed possibility of investing an additional \$50,000 (from money market) into the investment account managed by McKenna – to be presented to the Executive Committee in January after reviewing the annual financial audit. Most revenue and expense items are in line with budget and expectations (the bottom line net income of \$126,000 reflecting the early receipt of funds noted above and typical early drawdown of grant funds experienced most years). Expectation is that end of year should show a surplus, perhaps more than the budgeted amount of \$12,000. Sullivan explained a couple of items that show as unbudgeted expenses – Amanda Stevens will be providing clarification in the next financial statement to avoid confusion. After some discussion the Executive Committee agreed by consensus to accept the financial report and will review the audit as soon as it is available from Love Cody and reviewed by Stevens and Sullivan.

3. Policy Handbook

Sullivan reviewed the contents of the BCRC’s “Policy Handbook,” prepared at the request of the Executive Committee. The Handbook consists of a compilation of all adopted BCRC policies, plus the Bylaws and Mission Statement. There was some discussion of whether financial accounting procedures should be included in the Handbook. Agreed that Sullivan will send those procedures to Committee members who can raise any questions at a subsequent meeting where a determination can be made if new policies are warranted.

(Garder had to leave the meeting to attend another meeting at this time.)

#### 4. Proposed Personnel Policy Amendment – Vacation Time Accrual

Sullivan presented a proposed amendment to the Personnel Policies dealing with vacation time accrual. Previous to this year vacation time in excess of maximum allowed had been accrued and kept on the books for a full year; new practice, more in line with the (admittedly, unclear) wording of the Policies was to drop any excess days at the end of each month. Staff expressed a concern based on vacation time scheduling, potential need for additional time, and impacts on payout at end of employment. Sullivan drafted the proposed amendment which sets a fixed maximum carryover (30 or 45 days) with a 30-day maximum payout at end of employment.

After some discussion over best practice, Zaiac motioned and Monks seconded, to approve the proposed policy amendment as presented (attached). Passed with four in favor and one opposed.

#### 4. Staffing – Michael Batchter resignation and status of hiring process

Michael Batchter submitted his letter of resignation about two weeks ago, to take effect at the end of December. Sullivan described the hiring process and noted that interviews with up to four candidates are being scheduled for next week. The effect on programs and project responsibilities will depend on who is hired; Sullivan will work with Colvin and Catherine Bryars on the hiring and sorting out responsibilities and possible additional staffing needs. In particular, Sullivan noted that he and Morse had some discussions about the workload in the financial management position given the multiple organizations being supported by the BCRC. Hopefully, will be in a position after hiring and mid-year budget analysis/revision to make some decisions.

#### 5. Program Updates

- Planning Programs - Sullivan
  - Need for continuity in solid waste, especially required outreach (working with contractor already working for the BCSWA), household hazardous waste events, and ANR grants.
  - Transportation – January meeting to include presentations on infrastructure funding available to Vermont and municipalities as well as GMCN public transportation. Sullivan also noted he has been serving on a couple of VTrans advisory committees, including one dealing with approaches for replacing gas tax revenue not paid by increasing numbers of EVs.
  - Land Use Planning – Expecting to hear on 9-municipality “bylaw modernization” grant soon. Also, Arlington received a municipal planning grant and will work with the BCRC on a comprehensive update of their regulations.
  - Public Health – BCRC has been contacted by Megan Harrington at the VT Health Department about possible collaboration on planning homeless support as well as healthy community design initiatives.

- Recent BCRC work to help towns with grants for water quality improvements and outdoor recreation improvements well received.
- Community and Economic Development – Colvin
  - Everett Estate and Trail System reports completed and being used by SVHC and others.
  - Energizer reuse study, and related housing assessment, completed and already supporting some inquiries into the property; potential developers particularly interested in opportunities for development of housing.
  - Putnam I – continuing to move toward full occupancy as coffee shop is about to open and restaurant fit-out in process.
  - Putnam II – Beginning to move forward, coordinating with project partners.
  - Bennington Museum – assistance with grant to fund office relocation and a childcare facility.
  - Business technical assistance program run through Vermont RDCs renewed; assisted about 30 businesses early in pandemic crisis with additional support to be available for more businesses.
  - Entrepreneurial support – committee meeting and now working with Lever (Berkshire County) to expand services into our region; several businesses from throughout the region interested and participating.
  - Southern VT CUD – waiting to hear about a major grant that would fund work with Consolidated Communications to extend broadband to nearly 90% of currently unserved addresses in the area.
  - BGS economic development grants to help small businesses – a gallery and a childcare center. Committee discussed acute need for childcare services and importance of financial and other support. Monks described recent efforts and plans by Berkshire Y (Bennington Branch) to find a creative way to implement after-school programs.
  - Workforce – various efforts underway to grow and diversify the regional workforce. Working on spring event with Rep. James and noted group in region working to assist with resettlement of Afghan refugee families.

6. There being no further business, the meeting was adjourned at 9:49 AM.

Respectfully submitted,

James Sullivan  
Executive Director

# BENNINGTON COUNTY REGIONAL COMMISSION

## Balance Sheet

As of November 30, 2021

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
1001 Checking - BB 0756000122	43,565.73
1101 Combined Savings- BB 07XXXX0027	518,249.02
1101(a)-HHW Facility Savings	20,792.40
<b>Total 1101 Combined Savings- BB 07XXXX0027</b>	<b>539,041.42</b>
1109 Recycling Ckng- BB 07XXXX0114	130.89
1303 BB CD#40XXXX194 (12 months)	0.00
1304 BB CD#40XXXX948 (6 months)	0.00
1305 BB CD#40XXXX0215 (12 months)	0.00
1501 RJ 891U1444 INVESTMENT Income & Expense	253,969.12
Health Sweep	311,240.97
<b>Total Bank Accounts</b>	<b>\$1,147,948.13</b>
Accounts Receivable	
1400 Accounts Receivable	106,570.74
1410 Accounts Receivable - Towns	0.00
1420 Accounts Receivable - Grants	0.00
1430 Accounts Receivable - Other	0.00
<b>Total 1400 Accounts Receivable</b>	<b>106,570.74</b>
<b>Total Accounts Receivable</b>	<b>\$106,570.74</b>
Other Current Assets	
1200 Petty Cash	100.00
1499 Undeposited Funds	0.00
1600 Due from Internal Service Fund	0.00
QBO Corrections Sweep A	0.00
Uncategorized Asset	0.00
<b>Total Other Current Assets</b>	<b>\$100.00</b>
<b>Total Current Assets</b>	<b>\$1,254,618.87</b>
Other Assets	
1700 Prepaid Expenses	16,980.88
1710 Security Deposit - Office Lease	1,598.25
1720 Deferred Lease Expense	416.77
1800 Leasehold Improvements	0.00
<b>Total Other Assets</b>	<b>\$18,995.90</b>
<b>TOTAL ASSETS</b>	<b>\$1,273,614.77</b>

# BENNINGTON COUNTY REGIONAL COMMISSION

## Balance Sheet

As of November 30, 2021

	TOTAL
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 Accounts Payable	10,668.96
<b>Total Accounts Payable</b>	<b>\$10,668.96</b>
Credit Cards	
Capital One Visa	350.98
<b>Total Credit Cards</b>	<b>\$350.98</b>
Other Current Liabilities	
2003 Other Payable	0.00
2100 Accrued Payroll	0.00
2101 Accrued Vacation	39,835.13
2110 Direct Deposit Liabilities	0.00
2200 Deferred Wages Payable (457)	-16,780.00
2300 FICA Payable	3,047.33
2310 Federal Tax Payable	0.00
2320 State Tax Payable	0.00
2400 Deferred Revenues	0.00
2480 Employee Medical FSA	0.00
2500 125 Plan Health Withholdings	0.00
2510 Xmas Club Payable	0.00
2520 United Way Donations	0.00
2900 Payroll Liabilities	0.00
125-AFLAC Ins. Pre-Tax	-19.80
125-AFLAC Taxable Disab.	18.87
BCRC HSA Contribution	179.85
HSA Contribution	0.00
<b>Total BCRC HSA Contribution</b>	<b>179.85</b>
Christmas Club	0.00
Co. HSA	0.00
Employee AFLAC Life Ins.-Taxable	-917.75
Federal Taxes (941/944)	-448.10
Federal Unemployment (940)	68.85
HSA Contribution	0.00
Life Ins.-Emp	
Taxable	918.00

# BENNINGTON COUNTY REGIONAL COMMISSION

## Balance Sheet

As of November 30, 2021

	TOTAL
<b>Total Life Ins.-Emp</b>	<b>918.00</b>
Lord Abbett	16,780.00
Lord Abbett Catch-Up(403b)	0.00
MVP	198,252.82
NYS Income Tax	0.00
Reportable Hlth Coverage Cost	117,610.38
VT Income Tax	3,432.10
VT Unemployment Tax	0.00
<b>Total 2900 Payroll Liabilities</b>	<b>335,875.22</b>
2901 HSA (Health Savings Accounts)	0.00
Direct Deposit Payable	0.00
<b>Total Other Current Liabilities</b>	<b>\$361,977.68</b>
<b>Total Current Liabilities</b>	<b>\$372,997.62</b>
<b>Total Liabilities</b>	<b>\$372,997.62</b>
Equity	
3000 Opening Bal Equity	0.00
3900 Retained Earnings	734,202.23
Net Income	166,414.92
<b>Total Equity</b>	<b>\$900,617.15</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$1,273,614.77</b>

# BENNINGTON COUNTY REGIONAL COMMISSION

Budget vs. Actuals: FY2022 Budget - FY22 P&L

July 2021 - June 2022

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
<b>Income</b>				
4000 GRANT/PROGRAM INCOME				
4001 Grant/Program Revenues	323,711.22	902,160.00	-578,448.78	35.88 %
4002 Federal Grant/Program Revenues	86,972.29	47,500.00	39,472.29	183.10 %
<b>Total 4000 GRANT/PROGRAM INCOME</b>	<b>410,683.51</b>	<b>949,660.00</b>	<b>-538,976.49</b>	<b>43.25 %</b>
4100 LOCAL INCOME				
4101 Town Appropriations	101,186.00	102,686.00	-1,500.00	98.54 %
4103 Towns - ISWAP Support	1,732.46		1,732.46	
4107 Expense Reimbursements	40,289.38		40,289.38	
4108 Dinner Meeting Receipts	990.00	1,000.00	-10.00	99.00 %
4110 GIS Fees for Services		4,000.00	-4,000.00	
4111 Donations	2,000.00		2,000.00	
4115 Interest Revenue	410.16	10,000.00	-9,589.84	4.10 %
4117 ISWAP Town Recycling Revenues	30,946.22	80,000.00	-49,053.78	38.68 %
4125 Towns - SW Alliance	61,248.70	205,650.00	-144,401.30	29.78 %
4127 LEPC Coordination		3,200.00	-3,200.00	
4130 Workshops/Training	100.00		100.00	
<b>Total 4100 LOCAL INCOME</b>	<b>238,902.92</b>	<b>406,536.00</b>	<b>-167,633.08</b>	<b>58.77 %</b>
4104 - HHW Facility	60,000.00		60,000.00	
4200 PROGRAM/LOCAL INCOME				
4201 HHW Events Support	942.23		942.23	
4201 HHW Events Support	1,438.16		1,438.16	
<b>Total 4200 PROGRAM/LOCAL INCOME</b>	<b>2,380.39</b>		<b>2,380.39</b>	
<b>Total Income</b>	<b>\$711,966.82</b>	<b>\$1,356,196.00</b>	<b>\$ -644,229.18</b>	<b>52.50 %</b>
<b>GROSS PROFIT</b>	<b>\$711,966.82</b>	<b>\$1,356,196.00</b>	<b>\$ -644,229.18</b>	<b>52.50 %</b>
<b>Expenses</b>				
4999 LABOR				
5001 Pay - Director	42,971.90	96,985.00	-54,013.10	44.31 %
50041 Pay-Financial Manager-AS	24,961.64	59,000.00	-34,038.36	42.31 %
5007-2 Pay - Regional Planner MA	28,134.70	66,500.00	-38,365.30	42.31 %
5007-3 Pay - Regional Planner MB	27,711.64	65,500.00	-37,788.36	42.31 %
5007-4 Pay - Regional Planner AS	18,107.76	42,800.00	-24,692.24	42.31 %
5007-6 Pay - Regional Planner CB	29,615.30	70,000.00	-40,384.70	42.31 %
5007-7 Pay - Regional Planner JH	28,980.82	68,500.00	-39,519.18	42.31 %
5007-8 Pay Regional Planner CF	8,884.59	35,000.00	-26,115.41	25.38 %
5008 Pay - CD Director	35,538.36	84,000.00	-48,461.64	42.31 %
5008-1 Pay - Econ. Dev. Specialist JC	25,384.70	60,000.00	-34,615.30	42.31 %
<b>Total 4999 LABOR</b>	<b>270,291.41</b>	<b>648,285.00</b>	<b>-377,993.59</b>	<b>41.69 %</b>
5099 FRINGE				
5100 FICA Employer Share	20,039.95	49,593.80	-29,553.85	40.41 %
5110 Health Insurance	53,733.95	115,000.00	-61,266.05	46.73 %
5120 Unemployment Insurance	589.00		589.00	
5130 Workers Compensation	1,133.25	5,000.00	-3,866.75	22.67 %

# BENNINGTON COUNTY REGIONAL COMMISSION

Budget vs. Actuals: FY2022 Budget - FY22 P&L

July 2021 - June 2022

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
5140 Pension (SEPP)	16,753.85	64,828.50	-48,074.65	25.84 %
5170 Dental Insurance	2,809.72	5,000.00	-2,190.28	56.19 %
5180 VSP Vision Insurance	772.40	1,500.00	-727.60	51.49 %
<b>Total 5099 FRINGE</b>	<b>95,832.12</b>	<b>240,922.30</b>	<b>-145,090.18</b>	<b>39.78 %</b>
5200 OFFICE RENT, TAXES & CAM				
52001 Office Rent - Indirect	9,589.50	25,000.00	-15,410.50	38.36 %
52005 Buildings & Grounds-Indirect	1,800.00		1,800.00	
<b>Total 5200 OFFICE RENT, TAXES &amp; CAM</b>	<b>11,389.50</b>	<b>25,000.00</b>	<b>-13,610.50</b>	<b>45.56 %</b>
5201 UTILITIES & MAINTENANCE				
52010 Heat/Gas - Indirect		1,000.00	-1,000.00	
52011 Electricity/Heat/Gas - Indirect	748.46	1,500.00	-751.54	49.90 %
52012 Office Cleaning - Indirect		1,000.00	-1,000.00	
52021 Telephone & Internet - Indirect	1,631.95	4,500.00	-2,868.05	36.27 %
<b>Total 5201 UTILITIES &amp; MAINTENANCE</b>	<b>2,380.41</b>	<b>8,000.00</b>	<b>-5,619.59</b>	<b>29.76 %</b>
5202 Telephone & Internet / Website	258.99		258.99	
52029 SUPPLIES, POSTAGE, PRINTING & COPIES				
5203 Postage	31.65	1,000.00	-968.35	3.17 %
5204 Outside Printing		1,700.00	-1,700.00	
52051 Office Supplies - Indirect	935.35	3,000.00	-2,064.65	31.18 %
52053 Project Supplies - Direct	780.21		780.21	
5209 Photocopier Expenses	629.20	3,600.00	-2,970.80	17.48 %
<b>Total 52029 SUPPLIES, POSTAGE, PRINTING &amp; COPIES</b>	<b>2,376.41</b>	<b>9,300.00</b>	<b>-6,923.59</b>	<b>25.55 %</b>
5206 DUES, BOOKS, SUBSCRIPTIONS & MEMBERSHIPS				
520611 Dues - Indirect	5,105.00	3,100.00	2,005.00	164.68 %
520612 Dues - Local Only		3,400.00	-3,400.00	
520613 Dues - Direct	1,350.46	4,800.00	-3,449.54	28.13 %
52063 Subscriptions - Indirect	312.17	860.00	-547.83	36.30 %
52065 Subscriptions - Direct	2,061.86	450.00	1,611.86	458.19 %
520661 Membership - Indirect	1,550.00	2,500.00	-950.00	62.00 %
520662 Membership - Direct		1,900.00	-1,900.00	
<b>Total 5206 DUES, BOOKS, SUBSCRIPTIONS &amp; MEMBERSHIPS</b>	<b>10,379.49</b>	<b>17,010.00</b>	<b>-6,630.51</b>	<b>61.02 %</b>
5207 TRAVEL & LEASED VEHICLE				
52071 Travel - Indirect	263.31	804.00	-540.69	32.75 %
52072 Travel - Direct	770.58	4,750.00	-3,979.42	16.22 %
52111 Leased Vehicle Exp. - Indirect	2,063.21	4,196.00	-2,132.79	49.17 %
52112 Leased Vehicle Exp. - Direct	0.00		0.00	
<b>Total 5207 TRAVEL &amp; LEASED VEHICLE</b>	<b>3,097.10</b>	<b>9,750.00</b>	<b>-6,652.90</b>	<b>31.77 %</b>
5208 MEETINGS, CONFERENCES & TRAINING				
52081 VAPDA / Indirect Meetings	227.27		227.27	
52082 BCRC Regular & Dinner Meetings	146.86		146.86	
52083 Conference Registrations	455.00	1,000.00	-545.00	45.50 %
52084b Other Meetings	1,000.00	500.00	500.00	200.00 %



# BENNINGTON COUNTY REGIONAL COMMISSION

Budget vs. Actuals: FY2022 Budget - FY22 P&L

July 2021 - June 2022

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
52085 Training	760.00		760.00	
52085a Training - Indirect		1,000.00	-1,000.00	
52086b Meeting Refreshments/Meals	1,789.50		1,789.50	
<b>Total 5208 MEETINGS, CONFERENCES &amp; TRAINING</b>	<b>4,378.63</b>	<b>2,500.00</b>	<b>1,878.63</b>	<b>175.15 %</b>
52095 SOFTWARE LICENSES & SUPPORT				
520951 Software Licen/Supp. - Indirect	1,846.10	11,233.00	-9,386.90	16.43 %
520952 Software License/Supp - Direct	720.00	2,937.00	-2,217.00	24.51 %
<b>Total 52095 SOFTWARE LICENSES &amp; SUPPORT</b>	<b>2,566.10</b>	<b>14,170.00</b>	<b>-11,603.90</b>	<b>18.11 %</b>
5299 AUDIT & PAYROLL				
5302 Audit - Indirect		11,000.00	-11,000.00	
5303 Legal Services		500.00	-500.00	
5308 Interest & Fees	10.00		10.00	
6560 Payroll Expenses - Indirect	1,046.00	1,000.00	46.00	104.60 %
<b>Total 5299 AUDIT &amp; PAYROLL</b>	<b>1,056.00</b>	<b>12,500.00</b>	<b>-11,444.00</b>	<b>8.45 %</b>
5300 PROFESSIONAL SERVICES				
53001 HHW Collection	32,551.00	75,000.00	-42,449.00	43.40 %
53002a Recycling Professional Services	30,937.22	80,000.00	-49,062.78	38.67 %
53003 Other Professional Services	4,605.00		4,605.00	
53003a Prof. Svc. Website Dev. Direct	4,781.95	480.00	4,301.95	996.24 %
53007 E-Enable Network Support - Indirect		5,000.00	-5,000.00	
53008 AmeriCorps VISTA	12,500.00	16,000.00	-3,500.00	78.13 %
53008a Prof. Svcs. - VISTA Housing	1,100.00	2,000.00	-900.00	55.00 %
53009 Professional Svcs-SW Alliance	765.60	3,000.00	-2,234.40	25.52 %
<b>Total 5300 PROFESSIONAL SERVICES</b>	<b>87,240.77</b>	<b>181,480.00</b>	<b>-94,239.23</b>	<b>48.07 %</b>
5301 CONSULTANTS & CONTRACTORS				
53011 Consultants - Brownfields		52,000.00	-52,000.00	
53019 Consultant - CORE		20,000.00	-20,000.00	
53028 Consultants - SW Alliance	20,812.00	47,520.00	-26,708.00	43.80 %
53028a Consultant Reimbursement - SW Alliance	1,359.84		1,359.84	
53033 HR Consultant Indirect	4,250.00		4,250.00	
53037 Consultant - Internship Prog.		31,000.00	-31,000.00	
<b>Total 5301 CONSULTANTS &amp; CONTRACTORS</b>	<b>26,421.84</b>	<b>150,520.00</b>	<b>-124,098.16</b>	<b>17.55 %</b>
5304 EQUIPMENT PURCHASE, LEASE & MAINT.				
53041 Equipment Purchase		5,000.00	-5,000.00	
53042 Equipment Lease - Indirect	407.94	820.00	-412.06	49.75 %
53043 Equipment - Rental	477.00		477.00	
5305 Equipment Maint. - Indirect		500.00	-500.00	
<b>Total 5304 EQUIPMENT PURCHASE, LEASE &amp; MAINT.</b>	<b>884.94</b>	<b>6,320.00</b>	<b>-5,435.06</b>	<b>14.00 %</b>
53071 Liability Insurance - Direct	2,375.00		2,375.00	
5312 BCRC Branding & Advertising	588.15		588.15	
5401 ADVERTISING, LEGAL & LIAB. INS.				
5306 Advertising / Legal Notices	5,516.89	5,700.00	-183.11	96.79 %

# BENNINGTON COUNTY REGIONAL COMMISSION

Budget vs. Actuals: FY2022 Budget - FY22 P&L

July 2021 - June 2022

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
53061 Advertising/Legal Notice-Reimbursement	2,427.00	1,800.00	627.00	134.83 %
53062 Other Misc. Direct Expense	15,184.00		15,184.00	
5307 Liability Insurance - Indirect		11,000.00	-11,000.00	
<b>Total 5401 ADVERTISING, LEGAL &amp; LIAB. INS.</b>	<b>23,127.89</b>	<b>18,500.00</b>	<b>4,627.89</b>	<b>125.02 %</b>
5450 INSURANCE				
54501 LIABILITY INSURANCE - Indirect	2,129.75		2,129.75	
<b>Total 5450 INSURANCE</b>	<b>2,129.75</b>		<b>2,129.75</b>	
6701 Expense Reimbursement	1,356.00		1,356.00	
6720 MATCH EXPENSES				
5210 Indirect Costs Allocation	0.00		0.00	
<b>Total 6720 MATCH EXPENSES</b>	<b>0.00</b>		<b>0.00</b>	
Payroll Expenses				
Company Contributions				
Health Insurance	3,307.96		3,307.96	
<b>Total Company Contributions</b>	<b>3,307.96</b>		<b>3,307.96</b>	
Taxes	1,869.66		1,869.66	
Wages	25,432.16		25,432.16	
<b>Total Payroll Expenses</b>	<b>30,609.78</b>		<b>30,609.78</b>	
Reimbursements	281.04		281.04	
<b>Total Expenses</b>	<b>\$579,021.32</b>	<b>\$1,344,257.30</b>	<b>\$ -765,235.98</b>	<b>43.07 %</b>
<b>NET OPERATING INCOME</b>	<b>\$132,945.50</b>	<b>\$11,938.70</b>	<b>\$121,006.80</b>	<b>1,113.57 %</b>
Other Income				
Investment Income	10,829.61		10,829.61	
<b>Total Other Income</b>	<b>\$10,829.61</b>	<b>\$0.00</b>	<b>\$10,829.61</b>	<b>0.00%</b>
Other Expenses				
Investment Loss	5,791.31		5,791.31	
<b>Total Other Expenses</b>	<b>\$5,791.31</b>	<b>\$0.00</b>	<b>\$5,791.31</b>	<b>0.00%</b>
<b>NET OTHER INCOME</b>	<b>\$5,038.30</b>	<b>\$0.00</b>	<b>\$5,038.30</b>	<b>0.00%</b>
<b>NET INCOME</b>	<b>\$137,983.80</b>	<b>\$11,938.70</b>	<b>\$126,045.10</b>	<b>1,155.77 %</b>

**SUBJECT: Vacation**  
**EFFECTIVE: Insert Date of Amendment**

**Eligibility**

Regular full-time employees are eligible for earned vacation. Part time employees are eligible for vacation time on a pro-rated basis. Vacation time shall begin to accrue on the date of hire and is based on the employee’s anniversary date. Employees are eligible to request vacation following a successful completion of their Orientation Period.

In an effort to accommodate the desires of our employees who would like to take their vacation early in the year, employees will be permitted to “borrow” against the vacation time they expect to accrue based on their anniversary date. However, if employment with the BCRC ends for any reason prior to the time that an employee has accumulated the number of vacation days taken, the employee will be responsible for reimbursing the BCRC for the amount of used, but unaccrued vacation time.

After a break in service of 90 days, the accrual of service years will start again.

**Rate of Pay**

Vacation pay is calculated at the employee’s base rate.

**Vacation Accrual**

All vacation accrues on a monthly basis throughout the year, **but accruals shall not result in accumulated vacation time in excess of the amount noted in the “Carry Over” provision, below.** The schedule below reflects additional vacation time after the employee’s anniversary occurs. ~~Employees may not request to use the additional time in advance of their actual qualifying anniversary.~~

**Schedule**

Regular full-time staff are entitled to paid vacation time based on their length of service. For newly hired employees, the Executive Director may consider years worked at previous jobs at other organizations other than the BCRC when determining the tenure as it pertains to vacation time, as indicated in the following table:

Date of hire – 2 years:	12 days equivalent to 2 weeks and 2 days per year
3 - 8 years:	18 days equivalent to 3 weeks and 3 days per year
9+ years:	24 days equivalent to 4 weeks and 4 days per year

**Carry Over**

The maximum of amount of vacation time that may be accumulated is based on years of service:

- 1 – 5 years: ~~25~~ **30** days
- 5+ years: ~~30~~ **45** days

Employees who are likely to reach the above limit should make arrangements with the Executive Director to discuss scheduling vacation before reaching the limit.

Once the maximum accumulated vacation time noted above is reached, no additional vacation time will be accumulated until the employee uses vacation days and the total accumulation is reduced to below said limit.

### **Scheduling Vacations**

There may be instances where it may not be possible to grant vacation as requested due to workload and scheduling considerations. Vacation time of one week or longer should be scheduled a minimum of one month in advance by emailing or speaking with the Executive Director.

### **Voluntary or Involuntary Termination**

Upon voluntary or involuntary termination from employment with BCRC, employees will be paid for any unused portion of vacation leave remaining, up to a maximum of 30 days, at the employee's last rate of pay.