

LEBANON UTILITY SERVICE BOARD
Lebanon, Indiana

May 18, 2011

Utility Conference Center

3:00 P.M.

Present:

Board:

Allen Milburn, Chairman
Dan Lamar, Vice Chairman
Tom Temple, Secretary
Mike Thrine, Member
Jim Urban, Member

Staff:

Michael Martin
Sandra Morgan
Linda Ridgway

Guests:

Legal Counsel:

Chairman Allen Milburn called a working session of the Lebanon Utility Service Board to order at 3:00 P.M. with a full quorum of members present. Confirmation of appropriate notification was acknowledged.

Chairman Milburn asked General Manager Mike Martin what items were in need of the Boards attention. General Manager Martin stated the following issues:

- 1.) iLines Cash Balance Issues
- 2.) Employee Handbook Changes (Action)
- 3.) Authority Delegation on Signing Limits (Action)

General Manager Martin introduced Finance Manager Sandra Morgan who requested changes as to how the Telecom Department carries its cash balance. The department currently takes its monthly balance to a zero basis. Manager Morgan would like to keep the current balance as of the end of April to create a cash starting balance. It was agreed this would be acceptable as long as Manager Morgan came to the Board if and whenever it was necessary to borrow for the department. This request was accepted by the Board with approval by consensus.

Human Resource Manager Sandra Morgan presented to the Board several changes to the employee handbook. Highlights of the major changes are attached. After some discussion on each of the changes Member Jim Urban made a motion to accept the changes as presented. Secretary Tom Temple seconded. Motion carried.

A Signatory Authority Delegation Policy was presented with a request for a raise in signing limits for the General Manager, Department Managers, Supervisors and designated Personnel. A copy of these changes is herein attached. Member Mike Thrine made a motion to accept the changes with Chairman Allen Milburn signing the document. Member Urban seconded. Motion carried.

Several typographical changes were made to the Credit Card Policy. Secretary Temple made a motion to accept the changes with Chairman Milburn signing the document. Member Urban seconded. Motion carried.

Having no further business to address during this session Member Urban made a motion to adjourn. Member Thrine seconded. The meeting adjourned at 4:00pm.

APPROVED THIS _____ DAY OF _____, 2011

CHAIRMAN OF THE BOARD

ATTEST:

CLERK OF THE BOARD