

**CENTRAL MINNESOTA COMMUNITY CORRECTIONS
EXECUTIVE COMMITTEE MEETING MINUTES
February 20, 2013**

The Central Minnesota Community Corrections Executive Committee meeting was called to order at 9:04 a.m. on Wednesday, February 20, 2013, at the CMCC Administration Office, 322 Laurel Street, Suite 32, Brainerd, Minnesota, by Duane Johnson, Chair.

ROLL CALL - Present: Duane Johnson, Don Meyer, Paul Thiede and Laurie Westerlund
Also present: Tom Rosenthal, Elizabeth DeRuyck, and Nicole Kern.

AGENDA – MOTION by Laurie Westerlund, seconded by Paul Thiede, approving the agenda with no additions or deletions. Motion carried.

MINUTES - MOTION by Paul Thiede, seconded by Laurie Westerlund, approving the minutes of the January 16, 2013 Executive Committee meeting. Motion carried.

MONTHLY FINANCES –

- Routine Approval of the Bills for Payment - Motion by Don Meyer, seconded by Paul Thiede, approving the monthly bills in the amount of \$12354.30. Motion carried.
- Monthly Financial Report – The Monthly Financial Report was distributed and reviewed by the Executive Committee.

MANAGEMENT TEAM REPORT –

- Aitkin Office Vacancy – The Management Team updated the Executive Committee of the timeline for hiring the full-time agent in the Aitkin Office.
- Follow Up-MCCC Membership; Election of Officers- The Management Team updated the Executive Committee that individual County membership to MCCC does not include the same coverage that CMCC is paying for, therefore there is a need for a separate membership by CMCC. The Management Team also verified that the Bylaws of the Executive Committee state that members “select” the next Chair and Vice-Chair.
- Unpaid Leave Request- Tom Rosenthal advised the Executive Committee of a staff member requesting unpaid leave for a period of 3 months extending past the FMLA 90 days and of the policy requiring the request be heard before the Executive Committee. Brief discussion took place. The question was called; MOTION was made by Don Meyer, seconded by Paul Thiede, to deny the request. Laurie Westerlund opposed the motion. MOTION carried.

OTHER DISCUSSION- No other discussion took place.

NEXT MEETING – The next Executive Committee meeting is set for **Friday March 22, 2013 at 10:00 a.m.**, at the CMCC Administration Office in the Land Services Building, 322 Laurel St., Suite 32, in Brainerd, MN.

ADJOURN – MOTION by Don Meyer seconded by Laurie Westerlund, to adjourn the Executive Committee meeting. Motion carried.

Central Minnesota Community Corrections Executive Committee meeting was adjourned by the Chair at 9:37 a.m.

Duane L Johnson
Chair

Nicole Kern
Associate Director