

MINUTES
KIOWA COUNTY ECONOMIC DEVELOPMENT FOUNDATION
SPECIAL MEETING OF FEBRUARY 4, 2015

PRESENT: Donald Oswald, Jimmy Brown, Jerry Weber, Dennis Pearson, Kelly Courkamp and Jan Richards. Mike Lening and Sean Lening participated by telephone

Jan reported she will be undergoing surgery on February 16, 2015 and will need to be off work for approximately four (4) weeks. Jan stated she is willing to do some work from home if the Board will permit it, and asked the Board about the possibility of additional sick leave to cover her time off. Jan also stated if the Board determined her extended absence was going to be problematic, she would be willing to resign her position.

Mike Lening stated he wanted to pitch in and figure out a way to make it work for both the KCEDF Board and for Jan. Mike suggested perhaps granting Jan an extra week of sick leave. Donald Oswald mentioned the Family Medical Leave Act (FMLA), which protects and employee's position for up to twelve (12) weeks, as a possibility.

Sean Lening also expressed a desire to do what was necessary to make things work. Kelly Courkamp suggested Jan make a list of pressing matters that need to be handled while she is off work. Jan mentioned some grant applications and the KCEDF Annual meeting as the primary concerns. Jan also asked the Board if she could utilize her granddaughter, Jami Kraft, for more hours in order to get caught up following the surgery and to prepare for the annual meeting.

Discussion was held regarding Jan working from home as she recovers and what to do about the annual meeting. Sean Lening suggested having a "minimized" annual meeting as a possibility. It was also brought up to postpone the annual meeting to a later date. Jan noted the by-laws state the meeting shall be held no later than March 31st of every year.

Jimmy Brown then moved to amend the by-laws to state the annual meeting shall be held no later than July 31st of every year. The motion was seconded by Kelly Courkamp and passed unanimously.

It was also decided there will be no regular KCEDF Board meeting in February and the regular meetings will resume in March.

Kelly Courkamp moved to grant Jan one (1) addition week of sick leave for the 2015 calendar year and to continue to pay for Jan's health insurance even if she has used all her vacation and sick time. Sean Lening seconded the motion and it passed unanimously.

The Board agreed to keep an open line of communication regarding the situation with Jan's health as it develops so any necessary changes can be made for KCEDF and/or her continued employment.

Jan thanked the Board for working with her while she recovers from her surgery. Jan also stated the transactions for the Baxter lots have been completed. Jan also noted the feasibility study for the proposed new business on the east end of Kiowa County was progressing. The study will require some legal work and local attorney Gary Davis has stated the fee for the work will be around \$300. Jan noted the grant permits \$2500 for "administration" so the legal fee would be covered.

There being no additional business to come before the Board, the meeting adjourned at 5:10 PM.