

Northeast Area Commission Special Meeting September 22, 2021

Commissioner Attendance Roll Call:

Karen Rogers, Chair - Present

Stan Fleming, Vice Chair – Present

Kevin Kenley- Present

Alice Porter– Absent

Elenora Moore – Present

Kawther Musa– Present

Antwan Horston– Present

Elwood Rayford – Present

Brad Davis- Present

An attendance quorum to conduct business was confirmed and announced by the Secretary (8 out of 9 commissioners were present)

Chair Rogers announced the two matters originally slated for discussion during tonight's special meeting:

- Budget clarification
- Secretary role payment clarification

She also stated the topic being reviewed tonight relates to the Budget only. She proceeded to read an email from Liaison Scales relative to the Secretary role stipend. In summary, the email read that per the City Memorandum of Agreement, expenses not permitted for a City Commission to pay include personnel or labor (permanent, full time or part-time) for the Chair, Vice Chair, Secretary, Treasurer or Zoning Chair; no one should be paid to perform commission duties and should be a member of the Commission. If there is no Commissioner willing to perform these duties, the Commission should seek a volunteer. Also, going forward, all By-Law Amendments should be sent to the City Attorney for review before it is presented to the full commission for approval.

Commissioner Moore called for a point of order stating even though it has been stricken, I believe a motion needs to be made because there are amendments to the budget that have to be changed; I would like to move with your permission. Chair Rogers clarified this topic cannot be discussed and she plans to request a motion relative to the Secretary stipend during the budget discussion. Commissioner Horston made a motion to suspend the Secretary role receiving a stipend based on new information from the City Attorney's office. Commissioner Rayford seconded the motion. Seven Commissioners present voted to approve; Commissioner Rayford opposed. Motion carried by majority approved. Chair Rogers stated this topic will be further discussed during the October, 2021 meeting.

Budget

Chair Rogers stated the floor is open to review the budget, make corrections and/or modifications, and then asked for a motion move forward on this discussion. Commissioner Moore made a motion to amend the current May 1, 2021-April 30, 2022 fiscal to reflect

Budget (cont'd)

payments already made to the secretary totaling \$225 and the remaining budget for that role of \$1,275 be suspended.

Further budget debate included:

- Commissioner Kenley explained the \$1,500 figure under the Administrative category section of the budget includes Secretary role stipend for transcribing both the full commission and zoning meeting minutes monthly. To date, \$225 was paid to the current Secretary for performing these services on June 30 (Full Commission meeting), July 20 (Zoning meeting) and September 2 (Full Commission meeting) at a rate of \$75 per meeting
- Commissioner Kenley clarified the Zoning budget (\$400) was utilized to pay for the Post Office box, events, stamps, cell phone charges, internet services, paper and ink. Chair Rogers asked if transferring budget monies from one category to another was previously done. Commissioner Kenley confirmed expenses have been moved to cover special project expenses previously and this is acceptable; funds are flexible to be utilized as needed. Chair Rogers asked Commissioner Moore (new Zoning Chair) how she prefers her budgeted funds to be allotted. Commissioner Moore stated she will provide receipts for all of her Zoning spend which will be reflected by Commissioner Kenley in the Zoning budget records
- Chair Moore proposed utilizing a portion of the budget for marketing purposes (i.e. business cards, name plates during monthly meetings, name tags, website design consultation, t-shirts, etc.) All Commissioners present agreed these expenses are an acceptable use of budget monies to enhance the overall commission
- Chair Rogers stated that all other budget expenses will remain the same; expense categories and totals can be modified as needed

Commissioner Moore made a motion for the budget (May 1, 2021–April 30, 2022) to reflect payments made to the previous and current secretary including stopping payments to the current secretary effective immediately (9/22/2021). Commissioner Davis seconded the motion. All Commissioners' present voted to approve; motion carried.

Commissioner Moore made a motion (per Liaison Scales emailed suggestions) to discuss and vote on the following topics during the October, 2021 meeting:

- 1) amend Article V-Section B of the by-laws to remove all language relating to the Secretary stipend per the Memorandum of Agreement by the City Attorney
- 2) identify a commissioner or volunteer to perform the clerical duties required by the commission and the zoning committee

Commissioner Fleming seconded the motion for suggestion #1 and Commissioner Kenley seconded the motion for suggestion #2. All Commissioners' present voted to approve discussion of these topics during the October, 2021 meeting; motion carried.

Meeting adjourned at 7:06 pm.