

**MINUTES/DRAFT
PPLCS BOARD MEETING
PPLCS BOARD ROOM**

10:00 AM

April 18, 2018

A. Call to Order 10:02 AM

B. Invocation and Pledge of Allegiance led by David Corbin

C. Present: David Corbin, Ruth Attaway, Barbara Belford, Monette French, Deborah Hynes, Susan Harris, Rita Maupin

Excused Absence: Vicki Montford

Unexcused Absence: Robert Hoff

Staff Present: Mary Balint and Cynthia De La Hunt

- I.** Motion was made by Ruth Attaway, seconded by Rita Maupin to approve the agenda with the addition of Item F., Executive session for the Administrator's annual review and to discuss item D as well. Motion carried.

II. Agenda Items:

A. Motion was made by Rita Maupin, seconded by Susan Harris to approve Minutes from the March 21, 2018 meeting as presented. Motion carried.

B. Motion was made by Rita Maupin, seconded by Susan Harris to approve the bills including the Ebsco contract at \$39,182. Motion carried.

C. Administrator's report

F. The Chairman declared the board meeting closed and called for an Executive session to discuss items D. and E.

The meeting was reconvened at 11:18.

D. Motion was made by Deborah Hynes, seconded by Rita Maupin to change Cynthia's official job title from Administrative Support II to Executive Secretary with a salary range of \$25,814 to \$38,107 and award her a salary increase of 5% which makes her current annual salary \$27,518. With a unanimous roll call vote, motion carried.

E. Motion was made by Rita Maupin, seconded by Deborah Hynes to set a salary range for the PPLCS Administrator at \$50,000 up to \$75,000 and to award Ms. Balint a 5% raise in recognition of performance to \$57,750. With a unanimous roll call vote, motion carried.

F. Item was moved up on the agenda.

Roundtable Discussions

III. Meeting adjourned at 12:23 p.m.

The next scheduled meeting of the PPLCS Board will be Wednesday, May 16, 2018 at 10:00 am CST at 2862 Madison Street, Marianna, Florida.