

December 21, 2020

TO: DEBORAH CURTO
FROM: CRISTINA A. CONNOLLY
RE: SLPID DECEMBER 17, 2020 BOARD MEETING

Hello Debbie,

This letter is to review our phone call on Friday December 18, 2020, and the SLPID monthly meeting held on December 17, 2020 with your statement to the Board of Commissioners at that meeting. The two letters dated 11/25/2020 to me and 12/7/2020 to the SLPID Chair of the Board Kathy Simmonds, were also forwarded to the full Board of Commissioners as well as SLPID attorney Michele L. Anderson for discussion.

Thank you for all your years as Recording Secretary for SLPID, your hard work and long-term employment is greatly appreciated and valued. Your complaints are documented and taken seriously without discrimination.

The SLPID Board of Commissioners accepted your request for a 2021 hourly wage increase upon a 3-month performance review. This 3-month period begins on December 18, 2020, ending on March 18, 2020.

The performance review will be based on your future duties of Recording Secretary and your long-term employment with SLPID. The Board of Commissioners is requesting:

- All assignments requested be done in a timely fashion, or within the time-period requested.
- Communication -- If assignments cannot be finished within the time-period, please communicate as to when the assignment can be finished.
- The DRAFT meeting minutes be forwarded Ideally within 48 hours and **no later** than 5 working days after the meeting to the Administrator and Chair of the Board for review. This will ensure the timetable for the Open Meetings Law (OML) requirement that DRAFT minutes must be made available to the public within **two weeks**.

I did not mention in our phone conversation:

- The official approved minutes by law, must be signed by both you as the Recording Secretary and the Chair of the Board to make official.
- After the minutes are approved, please forward the approved minutes to the Chair of the Board to sign and send back to you for placement on the SLPID website.
- All attachments to the minutes should also be included with the official minutes for the website placement.

Please give a time to arrange to pick-up or drop-off the SLPID cell phone by January 4, 2021.

I assure you, your other concerns to SLPID have been discussed by the Board of Commissioners who are referring to a specialized labor attorney and accounting firm for a decision.

Thank you.