

# MINUTES OF MAY 30, 2018

The Policy Subcommittee met in the First Floor Conference Room at 9:00 a.m. at the Almshouse on the date listed above. Board members present were Peter Schafer, Derek Swenson, and Paul Zinni. Also present was Dr. Stephen Donovan, Executive Director.

The meeting began at 9:00 a.m. and ended at 10:00 a.m.

Dr. Donovan presented proposed changes to the Policy and Procedure Handbook and went over these changes with the Board. He mentioned that this handbook will most likely go through a few more revisions based on attorney recommendations before the June 8<sup>th</sup> Board meeting. He also stated that the Transportation Handbook will be changed mainly for spelling and grammar purposes.

Respectfully submitted:  
Stephen Donovan, Ed.D.