

**May, 2020**

The regular meeting of Berkeley Cooperative Enterprises, Inc. was held on **Tuesday, May 26th, 2020** at the headquarters office of Berkeley Electric Cooperative in Moncks Corner, South Carolina.

The meeting was called to order by Chairman Brunson and Mr. Vandross gave the invocation.

The following directors were present at the meeting.

**Harry Brunson**  
**Willis Sanders**  
**H. Wayne DeWitt**

**Connie Shuler**  
**Henry H. Chavis, Sr.**  
**George McFadden**

**Carol Caddell**  
**Sam Gourdine**  
**Robert Vandross**

President and CEO Dwayne Cartwright, Executive Administrator Ashley Edens, General Counsel, John (Jack) Williams, and the following staff; VP of Finance Joel Stevens and VP of Berkeley Cooperative Enterprises Trena Nelson were also present at the meeting.

Chairman Brunson called for approval of the minutes of the **February 24, 2020** meeting. Upon motion by Mr. DeWitt, seconded by Mr. McFadden and unanimously passed; it was

**RESOLVED, that the Board of Directors hereby approves the minutes of the February 24, 2020, meeting as submitted.**

Chairman Brunson called for the Financial Report. Mr. Stevens discussed the financial status of Berkeley Cooperative Enterprises and Berkeley Propane Company.

**Policy Revisions-** Policy 400A-BP Purposes Development, and Revisions of Personnel Policies, Policy 400-BP Employment at Will, Policy 401-BP Workweek, Workday, On-Call, Call-Outs and Overtime Compensation, Policy 404-BP Leaves of Absence Without Pay: Family and Medical Leave Act and Personal Leave, Policy 407-BP Holidays, Policy 408-BP Employment and Placement of

Employees, 415-BP Work Rules and Termination of Personnel, 416-BP Physical Examinations, 418-BP Compensation for Injuries on the Job, 419-BP Insurance and Retirement Plans, 420-BP Method of Handling Personnel Problems and 438-BP US Department of Transportation Controlled Substances and Alcohol Use and Testing.

Mr. Cartwright called on the VP of Berkeley Cooperative Enterprises, Trena Nelson, to present several policy revisions. A contract disclaimer was added to every policy (see below for example).

#### **CONTRACT DISCLAIMER**

**THIS POLICY IS NOT A CONTRACT BETWEEN THE COMPANY AND ANY APPLICANT FOR EMPLOYMENT OR ANY EMPLOYEE, AND IT SHOULD NOT BE CONSTRUED AS SUCH. RATHER, THIS POLICY IS A GUIDE AND DESCRIBES THE PROCEDURES THE COMPANY WILL ATTEMPT TO FOLLOW IN MOST CASES. THE COMPANY RESERVES THE RIGHT TO VARY FROM THESE PROCEDURES WHEN NEEDED AND TO IGNORE THEM COMPLETELY AT THE DISCRETION OF THE COMPANY'S MANAGEMENT.**

**NO TERM OR CONDITION OF EMPLOYMENT WITH THE COMPANY IS OTHER THAN EMPLOYMENT-AT-WILL, UNLESS SUCH TERM OR CONDITION IS EMBODIED IN A SEPARATE AGREEMENT SIGNED BY THE VICE PRESIDENT OF BERKELEY COOPERATIVE ENTERPRISES WITH THE APPROVAL OF THE BOARD OF TRUSTEES.**

Ms. Nelson asked if there were any questions to the following policies: Policy 400A-BP Purposes Development, and Revisions of Personnel Policies, Policy 400-BP Employment at Will, Policy 401-BP Workweek, Workday, On-Call, Call-Outs and Overtime Compensation, Policy 404-BP Leaves of Absence Without Pay: Family and Medical Leave Act and Personal Leave, Policy 407-BP Holidays, Policy 408-BP Employment and Placement of Employees, 415-BP Work Rules and Termination of Personnel, 416-BP Physical Examinations, 418-BP Compensation for Injuries on the Job, 419-BP

Insurance and Retirement Plans, 420-BP Method of Handling Personnel Problems and 438-BP US Department of Transportation Controlled Substances and Alcohol Use and Testing.

Upon a motion by Mr. Sanders, seconded by Ms. Caddell, and unanimously passed; it was

**RESOLVED, that the Board of Directors hereby approves the changes made to Policy 400A-BP Purposes Development, and Revisions of Personnel Policies, Policy 400-BP Employment at Will, Policy 401-BP Workweek, Workday, On-Call, Call-Outs and Overtime Compensation, Policy 404-BP Leaves of Absence Without Pay: Family and Medical Leave Act and Personal Leave, Policy 407-BP Holidays, Policy 408-BP Employment and Placement of Employees, 415-BP Work Rules and Termination of Personnel, 416-BP Physical Examinations, 418-BP Compensation for Injuries on the Job, 419-BP Insurance and Retirement Plans, 420-BP Method of Handling Personnel Problems and 438-BP US Department of Transportation Controlled Substances and Alcohol Use and Testing as submitted and attached to these minutes.**

Chairman Brunson called for the Attorney's Report and Mr. Williams informed the Board of several cases which did not require any action by the board.

Chairman Brunson called for Unfinished Business. There was none.

Chairman Brunson called for New Business. There was none.

There being no further business to come before the Board, upon motion duly made, seconded and passed; the meeting was adjourned.

  
Harry A. Brunson, Chairman

  
H. Wayne DeWitt, Secretary