

**Board of Directors’ Motion Form**

**Date of Board Meeting: 1/27/18 Motion #: 2018Jan-1**

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Moved by: Seconded by:

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*Dear Board of Directors, please find this motion for approval.*

**WHEREAS…**

The current Office Manager (OM), Veray Wickham, was hired with status of independent contractor after careful consideration and approval by the EC and the Board, and by agreement of the OM;

AND

Our current accountant, Kemper CPA Group, has provided the CCSS Executive Director (ED) and the OM with well-documented advice cautioning that the IRS has begun monitoring and auditing businesses more thoroughly about possible misclassification of employees as independent contractors;

**BE IT RESOLVED THAT…**

Veray Wickham, CCSS Office Manager, be reclassified as an employee of CCSS retroactive to the beginning of her contract on November 1, 2017.

**ATTACHED MATERIALS**

* Employee vs. Independent Contractor?
* Chart of OM compensation schedule to date and beyond
* Draft of revised contract

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**Outcome of the motion amendment: passed failed tabled**

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**ACTIONS REQUIRED**

1. New contract to be signed and new system of payment to be implemented by accountant

By: Veray Wickham and Natalie Wojinski

Date of completion: January 27, 2018

2. New system of payment to be implemented by accountant

By: Veray Wickham and Avi Black, using Christine Franklin for payroll

Date of completion: February 9, 2018

**BUDGET ALLOCATION**

**Budget Category \_\_\_**620**\_\_\_\_**

**Amount \_\_\_**Anticipated surplus to come from shortened term of Veray Wickham’s contract will be considered for allocation as contract addendum increasing compensation for Executive Director Avi Black at March Board meeting**\_\_\_**