

**East Central Georgia Consortium  
LEO Board  
Executive Committee Meeting Minutes  
November 21, 2017**

The LEO Board Executive Committee met on Tuesday, November 21, 2017 @12:00 noon. The meeting took place at WorkSource East Central Georgia (Thomson, Georgia). Those in attendance were as follows:

**LEO Attendees**

Walker Norman (Commission Chair, Lincoln)  
Kenneth Usry, Vice Chairman (Mayor, Thomson)  
John Graham (Commission Chair, Warren)

**ECGC Staff Attendees**

Leon Fields, Director  
Vivian Stewart  
Mary Stein

**Opening/Welcome**

Executive Director Leon Fields welcomed everyone.

**Call to Order**

Chairman Walker Norman called the meeting to order.

Director Leon Fields explained the meeting topics were vacation leave and per diem. He explained vacation leave is at 240 hours and would like to increase to 300 hours; and that per diem is reimbursement for a reasonable meal as described in the employee manual.

The committee discussed county and city policies about leave and decided they could not agree to increase leave to 300 and decided to let it stay as is at 240 hours so no vote was needed.

On the topic of per diem they decided to use the highest state rate which is listed below:

Breakfast - \$7.00

Lunch - \$9.00

Dinner - \$20.00

Totaling \$36.00 per day

When using out of town travel per diem for that state will be used.

Chairman Norman called for a motion; Motion was made by Ken Usry and 2<sup>nd</sup> by John Graham.

Meeting adjourned.