

NOTICE OF BOARD MEETING

The regular meeting of the Board of Directors of the Delaware County Electric Cooperative, Inc. will be held **Tuesday, January 25, 2022 at 5:00 pm**
Location is room 109 at the Co-op's office, 5 North Depot Street, Delhi, New York to act on the following agenda.

AGENDA

I. Opening Business:

- A. Call to Order
- B. Roll Call - Determination of Quorum
- C. Adoption of Agenda [packet page 1]

II. Consent Agenda:

- A. Minutes of December 28, 2021 [packet pages 2-5]
- B. New Memberships [packet page 6]
- C. Bad Debt Collection Report [packet page 7]
- D. Director Compensation [packet pages 8-9]
- E. Corporate Calendar [packet pages 10-12]

III. Reports from Board Committees: [None]

IV. Policy Discussion and Review:

- A. Discussion:
 - a. List of Policies on Website [packet pages 13-14]
- B. Review:
 - a. Workplace Violence [packet pages 15-16] – Attorney Clark
 - b. Sexual Harassment Prevention [packet pages 17-25] – Attorney Clark
 - c. Alcohol & Controlled Substances [packet pages 26-35] – Attorney Clark
 - d. Personnel Selection/Dismissal and Nepotism [packet page 36] – no changes

V. AIDEPP/COVID-19 Report/Update: [packet pages 37-43]

VI. General Manager's Report: [packet pages 44-48]

VII. Monthly Financial Reports: [handout]

VIII. 2022 Budget Proposal:

- A. Budget Assumptions and Results [Cannizzaro, to be emailed prior to meeting]
- B. Work Plan Budget [Sullivan, to be emailed prior to meeting]
- C. Capital Budget [Sullivan/Cannizzaro, to be emailed prior to meeting]
- D. Outside Services Budget [Cannizzaro, to be emailed prior to meeting]
- E. Employee Training & Travel Budget [Cannizzaro, to be emailed prior to meeting]
- F. Director Budget [Cannizzaro, to be emailed prior to meeting]
- G. Income Statement Budget [Cannizzaro, to be emailed prior to meeting]
- H. Formulary Rate Adjustment Review [Cannizzaro, to be emailed prior to meeting]

IX. Quarterly Line Department Update to Board: [Report from Operations Manager Sullivan]

X. Full Review of Corporate Calendar: [presentation & packet pages 49-53]

XI. Youth Tour Update: [discussion]

XII 100%GoGreen Update: [discussion]

XIII. Operation Round Up: [discussion]

XIV. New Business:

XV. Future Business:

- A. February O&S Committee Mtg (TBD)
- B. Regular Board Meeting, Tuesday, 02/22/22 @ 5pm
 - a. Operations Department Update to Board
 - b. Year-end Accomplishments Review
 - c. Line Extension Policy Discussions (Tentatively: Feb, Mar, Apr)
 - d. Procurement Policy Discussions (Tentatively: Feb, Mar, Apr)
 - e. Strategic Plan Review
- B. C. 2022 NRECA PowerXchange, 3/4/22 – 3/9/22, Nashville, TN
- D. 2022 Legislative Conference, 5/1/22 – 5/4/22, Washington, DC
- E. NEAEC Director & Staff Education & Team Building Conference, postponed until May 2022
- F. Cost of Service Study (COSS) – Spring, Summer, Fall of 2022

XVI. Executive Session:

XVII. Adjournment:

The aim of Delaware County Electric Cooperative, Inc., is to make electric energy and related services available to members at the lowest cost consistent with sound economy and good management.

Cooperative Stakeholders

- Members
- Employees
- Community
- Business Partners
 - Suppliers
 - RUS
 - CFC
 - Federated
 - Other cooperatives
 - NYSERDA
- Government
- Regulators

Delaware County Electric Cooperative
Board Meeting Minutes
December 28, 2021

I. Opening Business: The regular monthly meeting of the Board of Directors of the Delaware County Electric Cooperative, Inc. was held December 28, 2021 at the Co-op's office, 5 North Depot Street, Delhi, New York.

A. Call to Order: The meeting was called to order at 5:05 p.m. by President Pick.

B. Roll Call - Determination of Quorum:

Edward Pick Jr.	P- Present
Jeffrey Russell	P- Present
Paul Menke	A- Absent
Laurie Wehmeyer	T- Telephonic
Stephen Oles	P- Present
Steve Burnett	T- Telephonic
Kimberly Tosi	P- Present

DCEC staff members that participated in-person were, CEO/General Manager Christopher Evans, CFO Mark Cannizzaro and Operations Manager Ryan Sullivan.

C. Adoption of Agenda: A motion was made by Vice President Russell approve the agenda as presented. The motion was seconded by Director Oles The motion passed.

II. Consent Agenda: A motion was made to approve the consent agenda as presented by Vice President Russell. The motion was seconded by Director Oles. The motion passed.

III. Report from Organization & Staffing Committee: Chairman Russell reviewed the meeting.

IV. Policy Review and Development:

A. Review:

- a. Management Benefits: A motion was made to approve this policy as presented by Director Oles. The motion was seconded by Director Tosi. The motion passed.

- b. Disconnect Policy: A motion was made to approve this policy as presented by Vice President Russell. The motion was seconded by Director Oles. The motion passed.
- c. Workplace Violence: The review was tabled.
- d. Sexual Harassment Prevention: The review was tabled.
- e. Alcohol & Controlled Substances: The review was tabled.

B. Development:

- a. Policies on Website: The master list of policies were presented to the Board with Management recommendations of which should be public/downloadable. Board requested management to present further findings for continued discussion at next meeting.

V. AIDEPP/COVID-19 Report/Update: CEO Evans reported no changes to policy except for updating dates and discussed how fluid CDC/NYS guidance was as the year was winding down. Vice President Russell commented on newer guidance released after policy date reflecting a “5-day” quarantine. Director Oles questioned whether DCEC should enforce testing.

VI. General Manager Report: CEO Evans highlighted topics and fielded questions and comments regarding the report.

VII. Monthly Financial Reports: CFO Cannizzaro reviewed the November General Ledger pointing out the usual A/P variance from timing as well as impacts from sales, loan drawdowns, RECs and NYPA.

VIII. 2022 Budget Proposal: CFO Cannizzaro presented the full proposed 2022 Budget including assumptions, Work Plan Budget, Capital Budget, Outside Services Budget, Employee Training/Travel Budget, Director Budget, Income Statement and Review of Formulary Rate Adjustment. There was much discussion with CEO Evans and Operations Manager Sullivan on impacts of staffing levels as well increased contract labor costs for ROW trimming compounded by need to try and catch up on miles not completed for 2021 due to illness and equipment issues. Due to the complexity of the budgets and having only received the pages, Approval was tabled so further review and questions by the Board could be made.

IX. 10-Year Financial (Compass) Model: A Compass model was created to show impacts of continuing with an in-house engineer

X. Quarterly Power Cost Risk Report: CEO Evans reported on issues driving up power costs including RECs and ZECs. With an overall 3-4% increase with certain components increasing 7% in the near term. CEO Evans offered that power costs would continue to track oil/gas and that more expensive wind/solar are also driving costs.

XI. Annual Red Flag/ Cybersecurity Report: CEO Evans reported on member information protection training as well as statistics and noteworthy industry-specific events and mitigation.

XII. Quarterly Fleet Report: Part of new series of quarterly-reporting standards, Operations Manager Sullivan highlighted Fleet Services issues in conjunction with Capital Budget.

XIII. Full Review of Corporate Calendar: CEO Evans presented a proposal to overhaul the corporate calendar to improve efficiency and make adjustments to better align certain activities with the draft version to be presented next meeting.

XIV: Go 100% Green Program: CEO Evans presented the challenges with continuing the program due to low participation and small amount of MWh (111 for 2 years) and potential increased complexities in the REC marketplace. Board tabled action on possibly discontinuing the program and directed CEO Evans to promote the program more proactively on website and other avenues prior to further consideration.

XV. Operation RoundUp Update: CEO Evans reported that he and CFO Cannizzaro with Billing Department would continue to set up accounts and other infrastructure with anticipation of launching program with new website in the March/April 2022 timeframe.

XV. Strategic Plan Review: CEO Evans presented the rough framework for the 2022 Strategic Plan including the 2017-2021 Plan as review and basis for design. CEO Evans reported that Management would “put the verbs in the sentences” and have a more refined version in the February/March 2022 timeframe.

XVI. New Business: None

XVII. Future Business:

- A. Regular Board Meeting, Tuesday, 01/25/22 @ 5pm
 - a. Operating Plan/Budget Presented
 - b. CEO Performance Review – kickoff & plan February O&S Committee Mtg
 - c. Semi-Annual full review of Corporate Calendar
 - d. Strategic Plan Review
 - e. Formulary Rate Adjustment Review
 - f. Review of Policies Available on Website
 - g. Review of Policies
 - h. Operations Manager Report of Line Operations

- B. 2022 NYAPP 1/25/22-1/26/22, Albany, NY (Need RSVP)
- C. 2022 NYSRECA (TBD), Owego, NY
- D. 2022 NRECA PowerXchange, 3/4/22 – 3/9/22, Nashville, TN
- E. 2022 Legislative Conference, 5/1/22 – 5/4/22, Washington, DC
- E. NEAEC Director/Staff Education & Team Building Conference, postponed to May 2022
- F. Cost of Service Study (COSS) – Summer of 2022
- G. Operations Manager Report on Fleet Services 2/22/22
- H. CFO Presentation on Accelerating FAS106

XVIII. Executive Session: A motion was made to go into executive session by Vice President Russell at 9:46 p.m. The motion was seconded by Director Oles. The motion passed. A motion was made to come out of executive session by Director Oles at 10:22 p.m. The motion was seconded by Vice President Russell. The motion passed.

XIX. Adjournment: President Pick adjourned the meeting at 10:23 p.m.

Respectfully submitted,

Laurie Wehmeyer
Secretary

Delaware County Electric Cooperative, Inc.

5 North Depot Street, P. O. Box 471, Delhi, New York 13753-0471

NEW MEMBERSHIPS – January 25, 2022

ACCT #	LOCATION	FIRST NAME	LAST NAME	ADDRESS	CITY, STATE, ZIP	FORMER/ RENTING/ NEW SERVICE
18804-001	HF 2-25-7A	ANTHONY	TUFARO	110 STONE HEDGE DR	PHILLIPSBURG NJ 08865	JOHN LANDI
18616-001	ME 1-55-9B	ANNE MARIE	BALZARANO	9 HAMILTON AVE	ISLAND PARK NY 11558	NEW SERVICE SO 2225991
18829-001	DA 2-11-16	PAMELA	WEISS	130 NEPTUNE AVE	MASTIC NY 11950	ERIC VENTIERE
18837-001	BO 5-1-3F	NICHOLAS	GIGLIOTTI	55 RIVERWALK PLACE APT 859	WEST NEW YORK NJ 07093	NEW SERVICE SO 22251119
18787-001	DE 4-15-32A	MCPHEE ELECTRIC, LTD.		JASON KEMP 505 MAIN ST	FARMINGTON CT 06032	NEW SERVICE WO 7677
18827-001	DE 4-38-17	NICHOLAS	WARREN	511 S ORANGE AVE UNIT 616	NEWARK NJ 07103	ANA MARIE SIMO
18828-001	ST 2-82-4	GWEN	DEYSENROTH	7531 COUNTY HWY 18	BLOOMVILLE NY 13739	ALICE NICHOLS
18826-001	GI 2-49-14I	MATHEW	LEE	275 BUND RD	GILBOA NY 12076	MIRNA/RONALD GUADAMUZ
18803-001	HA 4-47-9D	WARREN	PARDEE	2202 E TERRY CLOVE	DELANCEY NY 13752	GEORGE PETROU
18825-001	DA 1-28-11A	YVONNE	RHEEL	5244 CHARLOTTE CREEK RD	DAVENPORT NY 13750	JONATHAN RHEEL
18820-001	KO 2-53-10	HARMONY	COLE	280 BORST RD	COBLESKILL NY 12043	SAMUEL CAPRIOTTI
18823-001	KO 2-31-17	KEVIN	JONES	213 TAAFE PL APT 208	BROOKLYN NY 11205	MATTHEW AMATO
18821-001	ME 1-85-20	JONATHAN FLETCHER and	AMY VIRGA	1072 FLEMMING RD	DELHI NY 13753	MICHAEL DUTKO
18817-001	DE 4-25-7A	DEBBIE	DE KOEYER	211 HAMDEN HILL SPUR	DELHI NY 13753	MARION DE KOEYER
18835-001	WA 3-28-6A	JOHN	LEWIS	292 POWERS ST APT 4A	BROOKLYN NY 11211	JOANNE CONNORS
18830-001	AN 5-82-15A	BEN	KALINA	1121 DICKINSON ST	PHILADELPHIA PA 19147	LUKE STANYEK
18852-001	WA 3-28-5	YUDAI	KANAYAMA	11 AVENUE B APT 4B	NEW YORK NY 10009	DANIELLE KOPPEL
18847-001	FR 4-3-21	ANDREA	SCHWARK	434 W 47TH ST APT 4W	NEW YORK NY 10036	JASON SHURTE
18839-001	DA 1-18-7B	KYLE	ANDERSON	4349 STATE HWY 7 LOT 17	ONEONTA NY 13820	JOHN GANNON
18833-001	DE 4-8-2	PETER	HUSSEY	68 CLIFTONDALE ST	ROSLINDALE MA 02131	HENRY KROL
18836-001	JE 2-15-17	WALTER	MICHITSCH	88 THIRD ST	NEW CITY NY 10956	MARIE MICHITSCH
18844-001	JE 2-36-7	MICHAEL	RALLAKIS	21-29 72ND ST	EAST ELMHURST NY 11370	NATALIE WHEELER

January 17, 2022

BAD DEBT COLLECTION

*** PLEASE NOTE:** The amounts below were recovered through capital credit retirements,
Southern Tier Credit Center & DCEC through December, 2021.

Total recovered: \$0.00.

Original Amount Turned Over For Collections	Name	**Amount Collected CC to UA	Amount Collected from So. Tier	Amount Collected from DCEC	Commission Paid this Month *	Balance Due

* Commission is 30% of the total amount collected last month. 50% if legal services are required. If payment is made directly to us, the commission will be the following month.

** Under \$30.00 does not get reported to Southern Tier Credit Center.

*** Billing department did a small balance write off for the balance due amount.

**** Capital credits are applied on a discounted basis towards outstanding debt

per the Capital Credits Applied to Bad Debt Policy.

DCEC Corporate Calendar Review

Last Updated 6/22/2021

January	
Present Red Flag Report to the Board	CEO
Calculate Usage and Revenue for Dec 15-31 time frame	Alwine
Year-End Process in Billing Follow Through	Alwine
Year-End Inventory	Ives
Financial year-End "soft close"	Cannizzaro
Financial Audit (Jan-Mar)	Cannizzaro/CEO
Year-End Accomplishments Review / Goals & Objectives Approval	CEO/Board
Employee Performance Reviews	CEO
Organization & Staffing Committee Meeting – inc. CEO evaluation	CEO/Board
Exempt Employee Salary Action	CEO
Stray Voltage Annual Report to Board	Sullivan
Update PPAC "System Loss Factor" based on prior year analysis	CEO
Hazardous Waste Disposal Annual Report (kept in-house)	Sullivan
Hazardous Waste Disposal Annual Document Log (kept in-house)	Sullivan
Submit DEP/NYC annual pesticide permit application (secure by April)	Sullivan
Legislative Youth Delegate kick-off (interviews/selection by late March)	CEO/VanZandt
NYSRECA Meeting	CEO/Board
DEC pesticide annual reporting – due 2/1	Sullivan
Review & Update SPCC Plan on even years	Soule/DeAndrea
Consider GM contract renewal/update	CEO/Board
Member-owned DG usage/generation calculation/add to historical data	Alwine
Member-owned DG end net metering for 10-year grandfathered members	Alwine
Vegetation Management Update to Board	CEO/Sullivan
Schedule Substation Herbicide Vegetation Contractor	Ives
Complete/Post OSHA 300A	Cannizzaro/Soule
February	
Preparation of Form 7 Report / Submit by 3/31 (RUS, CFC, NYPA, Co-Bank)	Cannizzaro/CEO
Form 990 Report Prep (Feb-Mar)	Cannizzaro
Financial Audit (Jan-Mar)	Cannizzaro/CEO
Payroll submission to NRECA (W2 for 401k calc) – due mid Feb	Cannizzaro
DEC Hazardous Waste Annual Report (>2,200 lbs.) due 3/1	Sullivan
Confirm pesticide labels are up to date	Sullivan
Provide annual notice of Herbicide Treatment in Newsletter	Sullivan/VanZandt
NRECA Annual Meeting	CEO/Board
Substation Infrared Inspections	Sullivan
Strategic Plan Review	CEO/Board
Board appoints Nominating Committee (Directors identify members)	Board
Update Standard Costs	Sullivan
Member-owned DG checks to members based on prior year power costs	Alwine/Cannizzaro
Billing complete for NYC permit fees	Rifenbark
March	
Financial Audit - Report to Board	Cannizzaro/CEO
Form 990 Report Prep (Feb-Mar)	Cannizzaro
Financial (Form 7) Report / Submission by 3/31 (RUS, CFC, NYPA, Co-Bank)	Cannizzaro/CEO
Annual Meeting Kick-off Planning (incl consideration of Bylaw changes)	CEO/VanZandt/Board
Legislative Youth Tour Interviews/Selection	CEO/Board
Update Truck Maps - printed	Sullivan
Phase Balance Study completed	Sullivan/DeAndrea
NRECA Reliability Survey	Sullivan/DeAndrea
Dept of Energy EIA Survey	Sullivan
NYSRECA Legislative Conference (tbd)	CEO/VanZandt
Board decision/approval of proposed bylaw changes (for Annual Meeting)	Board
Update System Dispatch Book for Dispatchers & Office	Sullivan/DeAndrea
Nominating (Director Search) Committee Meeting	CEO/VanZandt
Power Cost Risk Update to Board	CEO

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April	
NYS ORPS Equalization & Assessment report (4/15)	Cannizzaro/Sullivan
Submission of Audited Financials to RUS - due 4/30	Cannizzaro
Form 990 Report - Board Approval/Submission to IRS (due by 5/15)	Cannizzaro
DEC Pesticide Business/Agency Registration (April/May, tri-annual, next in 2022)	Sullivan
Finance Committee Meeting (Apr/Jul/Oct)	Cannizzaro/CEO/Board
Vegetation Management Update to Board	CEO/Sullivan
Shop Fence Walk-Thru and Repairs	Sullivan/Fisher
Schedule Bucket Truck Testing	Ives/Sullivan
Confined Spaces Gas Tester Calibration	Sullivan
May	
Form 990 Report - Board Approval/Submission to IRS (due by 5/15)	Cannizzaro
Prelim communication of Annual Meeting (w/ bylaw changes if any)	CEO/VanZandt
NEAEC Annual Meeting	CEO/Cannizzaro
Confirm Spring Crew Visits are Complete	Soule/CEO
Capital credits allocation - prior year	Alwine
Capital credits member notification via bills – prior year	Alwine
Strategic Plan Review	CEO/Board
Organization & Staffing Committee Meeting	CEO/Board
June	
Fuel Contract procurement Review (for next year)	CEO/Sullivan
Renew Purchase of TCCs with NYISO/NYPA	CEO
Semi-annual review of Corporate Calendar (Jun/Dec)	CEO
Plan Membership Survey - 3-year interval, next 2021	CEO
RESAP Audit and Safety Improvement Plan	Soule/CEO
Confirm website prices and warranty information up to date (water heaters, etc.)	Sullivan/VanZandt
Power Cost Risk Update to Board	CEO
Send Double-Wood Letters to Responsible Parties	Sullivan
July	
Heating System Boiler Inspection (every 2 years, odd years)	Sullivan
Emergency Restoration Plan - Review/Exercise	Sullivan/Soule
CFC Annual Forum	CEO
NYSRECA Annual Meeting	CEO/Board
Tax Exempt Form Review (even years only)	Alwine
Line Extension Policy Rate Review	Sullivan/Soule
Board Self-Evaluation Survey (odd years only, next 2021)	VanZandt/Board
Finance Committee Meeting (Apr/Jul/Oct)	CEO/Cannizzaro/Board
Vegetation Management Update to Board	CEO/Sullivan
Request updated vendor liability insurance certificates	CEO
August	
NYS ORPS Significant Inventory Report - due 8/15	CEO/Sullivan
Union Contract Year-End – Payroll Increases	Cannizzaro
OEC Annual Meeting	CEO
Vacation Roll-Over Request Forms	CEO
Review Pole Attachment Rates	CEO/Sullivan
CEO Goals & Objectives Mid-Year Review	CEO/Board
Organization & Staffing Committee Meeting (Jan/Aug)	CEO/Board
Substation Herbicide Vegetation Treatment	Ives
Family Fun Event	VanZandt
September	
Fleet Review (for budget planning)	CEO/Sullivan
ROW & Line-Inspection contracting Plan	CEO/Sullivan
DCEC Annual Meeting	VanZandt
Cooperative Officers Job Descriptions Review	CEO/Board

Organizational Meeting of Board (incl. Committee appointments)	CEO/Board
NRECA Region 1 Annual Meeting	CEO/Board
NRECA Survey - Directors, Attorneys, Auditors	CEO
Complete Membership Survey - 3 year cycle, next 2021 (Sept-Dec)	CEO
Renewal of LTDI, Life Ins, Dental, Business Travel & Acc Insurance	CEO/Cannizzaro
Confirm Summer Crew Visits Complete	Soule/CEO
Strategic Plan Review	CEO/Board
4-year RUS Work Plan Review	CEO/Board
NRECA Salary Submittal (for benefits determination) - "11/15 report"	Cannizzaro
Power Cost Risk Update to Board	CEO
October	
Year-End Financial Projection (Capital Credit Retirement Assessment)	Cannizzaro/CEO
Finance Committee Meeting (Apr/Jul/Oct)	Cannizzaro/CEO
Re-instatement of Accounting/Audit Firm (resolution)	CEO/Board
Capital Credit retirement - decision by Board	CEO/Board
Kick-off Budgeting Process (prelim capital budget)	CEO
Employee Enrollment Notice (125, life insurance, other)	Cannizzaro
ERP Plan Exercise & Certification	Soule
Vegetation Management Update to Board	CEO/Sullivan
Oneida-Madison EC Annual Meeting	Board
Steuben REC Annual Meeting	Board
Contact disconnected members - assess health impairment of no winter service	Alwine
Inactive service report for Operations to retire services	Alwine
Economic Development Power audit responses	CEO
Substation Transformer Oil Testing	Sullivan
All-Employee Meeting (last week October)	CEO/Cannizzaro
Confined Spaces Gas Tester Calibration	Sullivan
November	
Year-end Financial Projection (Formulary Rate Planning)	CEO
Capital Credit Retirement (if applicable)	CEO
Operating Plan/Budget Presented (Nov), Approved (Dec)	CEO/Cannizzaro
Finalize Training Plan (incl. PREA)	CEO/Sullivan
ROW Clearing & Line Inspection contract approval	CEO/Sullivan
Employee Open Enrollment	Cannizzaro
CFC Membership Survey	Cannizzaro
NYPA 10-year Load Forecast	CEO/Sullivan
Newsletter notification - 3rd party notification for disconnect notices	VanZandt
Change lead filter in coffee water supply	CEO
Update DOT Unified Registration System (URS) bi-annual update odd years	Sullivan
Renew DOT Unified Carrier Registration (UCR) annual update	Sullivan
December	
Employee Performance Reviews – prep (Dec), deliver (Jan)	Management Team
CEO Performance Review – kick off & plan Jan O&S Committee Mtg	Board
Operating Plan/Budget Presented (Nov), Approved (Dec)	CEO/Cannizzaro
Christmas Party	VanZandt
Capital credit general retirement (if applicable)	Alwine
Billing complete for Pole Attachments	Rifenbark/Soule
Update phone menu systems with holiday schedule	VanZandt
Semi-annual review of Corporate Calendar (Jun/Dec)	CEO
Strategic Plan Review	CEO/Board
Power Cost Risk Update to Board	CEO
Year End Process in Billing Kickoff	Alwine
Send Double-Wood Letters to Responsible Parties	Sullivan
Conduct Annual Red Flag Refresher Training (Dec) & Present Red Flag Report to the Board (Jan.)	CEO

keep visible	Delaware County Electric Cooperative Policies			12/29/2021
	Section/Notes	Policy	Updated	
	Employee Relations			
		? Alcohol and Controlled Substances	10/26/21	
		⊗ Benefits for Management Employees	12/28/21	
		⊗ Clothing for Employees working... energized parts	2/25/20	
	Not Posted on Website	⊗ Employee Handbook	9/22/20	
		⊗ Employee Travel in the Interest of the Cooperative	3/26/19	
		⊗ Last Day Worked	5/26/20	
		⊗ Personal Communications Devices	9/22/20	
	renamed was Personnel Selection/Dismissal and Nepotism	? Employee Selection and Dismissal, Nepotism and Anti-Fraternization		
		⊗ Safety, Job Training and Education	11/23/21	
		⊗ Sexual Harassment	10/21/19	
		⊗ Smoking	6/23/20	
		⊗ Vehicle Use	6/23/20	
		⊗ Wage and Salary Plan for Non-Union Employees	5/26/20	
	Not Posted on Website	⊗ Weapons	9/28/21	
		⊗ Workplace Violence and Harassment	7/23/19	
	Finance			
		⊗ Auditing of Cooperative Books, Records and Accounts	4/7/20	
		⊗ Bank Accounts	10/27/20	
		⊗ Capital Credits Allocation Method	3/26/19	
		⊗ Capital Credits Applied to Bad Debt	7/27/21	
		⊗ Deposits Policy	10/26/21	
		⊗ Estate Capital Credits	2/25/20	
		⊗ Financial Budgeting	8/24/21	
		⊗ Financial Goals & Objectives	11/23/21	
		⊗ Financial Reports for Directors	8/24/21	
		⊗ Insurance and Fidelity Coverage	3/24/20	
		⊗ Minimum Bills and Capital Credit Payments	6/28/20	
		? Procurement, Receiving & Disbursement		
		⊗ Unclaimed Capital Credits and Donated Capital	7/27/21	
	Governance & Management			
		⊗ Absentee Ballots	8/25/20	
		⊗ Adjustments to Electric Rates and other Charges	8/24/21	
		⊗ Attorney	9/28/21	
		⊗ Chief Executive Officer/General Manager - Duties of	9/3/20	
		⊗ Compensation of the Board of Directors	3/23/21	
		⊗ Conflict of Interest	11/24/20	
	Not Posted on Website	⊗ Cyber Security/Data Breach	4/27/21	
		⊗ Director Qualifications and Responsibilities	4/27/21	
		⊗ Form 990 Review	6/25/19	
		⊗ Identify Theft Red Flag Prevention	6/22/21	
		⊗ Memberships in other Organizations	8/27/19	
		⊗ Organization & Staffing Committee	8/27/19	
		⊗ Organization of the Cooperative	10/27/20	
		⊗ Safety RESAP	4/28/20	
		⊗ Whistleblower	3/24/20	
	Operations			
		⊗ Construction and Equipment Contracts	8/25/20	
		⊗ Contractor Insurance Requirements	11/23/21	
		⊗ Design and Construction of Electric Facilities	10/27/20	
		⊗ Disconnect Policy	12/28/21	
		⊗ Disposition of Retired Electric Poles	1/22/19	
		⊗ Disposition of Scrap Materials	11/23/21	
		⊗ Electronic Revenue Meter Testing	5/25/21	
		⊗ Emergency Assistance to other Cooperatives	4/23/19	

		⊖	On-Call Linemen Response Time	10/21/19
	renamed was Incident Investigation	⊕	Safety Committee and Incident Investigation	10/26/21
	ANNUAL	⊖	Line Extensions for New Services	10/26/21
		⊖	Overtime Work	4/23/19
		⊕	Operations Management	5/25/21
	ANNUAL	⊖	Poles, Joint Use of	8/25/20
		⊕	Right-of-Way Management	6/22/21
		⊖	Service Rules and Regulations	4/23/19
		⊖	Wiring - Members or Consumers	5/28/19
	Public, Member & Gov't Relations			
		⊕	Donations	11/23/21
		⊕	Energy Conservation & Efficiency	4/28/20
		⊕	Member-Owned Distributed Generation	5/12/20
		⊕	Change of Hands	10/26/21
		⊖	Member Participation in Annual Meetings of Members	6/25/19
		⊖	Public Access to Board Meetings	5/28/19
		⊖	Records Management, Retention, and Public Access	12/17/19

POLICY

SUBJECT: Workplace Violence and Harassment

POLICY:

Any form of workplace violence, including harassment, is prohibited in Cooperative facilities and vehicles, during either working or nonworking time, and while performing Cooperative business either on or off Cooperative premises. This policy applies to an immediate supervisor, the General Manager, a Board member, a coworker, an employee, a vendor doing business with the Cooperative, a non-employee or a consumer/member.

Workplace violence includes, but is not limited to, harassment, threats, physical attack or property damage.

Definitions:

- (1) Harassment - Behavior or communication designed or intended to embarrass, intimidate, menace, or frighten another person. Harassment can be verbal, physical or visual. It includes touching, gesturing, making comments, using terms, or displaying or sending images, of or in a sexual, racial, ethnic or otherwise discriminatory nature or way, with the intention, actual or reasonably perceived, of causing offense or intimidation, or seeking a response which is reasonably objectionable, to the targeted person. The standards of the targeted person, and not the perpetrator, are paramount in the definition of Harassment. For example, a hug may be a normal expression of friendship for some, but if the targeted person feels that a hug crosses a boundary of personal space, then the targeted person has the right to communicate such to others and have an expectation that their boundaries will be respected.
- (2) Threat - The expression of intent to cause physical or mental harm. An expression constitutes a threat regardless of whether the party communicating has the present ability to carry out the threat, and regardless of whether the expression is a present, conditional, or future threat. Threats may be either direct or implied.
- (3) Physical attack - Unwanted or hostile physical contact, including but not limited to hitting, fighting, pushing, shoving, throwing objects, or using a dangerous weapon against an individual. (Guidelines: A dangerous weapon is any instrument capable of producing bodily harm, in a manner under circumstances and at a time and place that manifests intent to harm or intimidate another person or that warrants alarm for safety of another person in the workplace.)
- (4) Property damage - Intentional damage to property which includes property owned by the Cooperative, employees, visitors, vendors, or members.

Any employee who feels that he/she is a victim of workplace violence or who observes or otherwise has reason to believe that violence is occurring in the Cooperative's workplace shall immediately report the matter to his/her supervisor. The supervisor shall report the incident to the CEO/General Manager. If the supervisor is the subject of concern, the employee shall report the incident directly to the CEO/General Manager. Delaware County Electric Cooperative, Inc. encourages employees to do this so that all complaints of workplace violence will be investigated promptly and in as impartial and confidential a manner as possible by Management staff and other individuals with a need to know. Circumstances may arise in which a limited number of other persons may have to be informed. Cooperative legal counsel will be consulted and all parties involved will be expected to cooperate fully with said counsel. In instances where the person committing the workplace violence or the circumstances of the workplace violence make it difficult to report the incident to the supervisor or the CEO/General Manager, the employee shall report the incident to the Cooperative's Ombudsman, Jeff Clark at 585-362-4721 (office), 585-794-0819 (cell) or jrclark@bsk.com.

The employee who brings a good faith complaint will not be retaliated against, even if the complaint is not sustained.

The accused individual will be informed of the complaint in a timely manner and given the opportunity to tell his/her side.

Delaware County Electric Cooperative, Inc. may take interim measures pending full investigation and resolution of complaints. These interim measures may include separating parties to the complaint or suspension of the accused.

Any employee who is found, after appropriate investigation, to have engaged in workplace violence will be subject to appropriate disciplinary action, up to and including immediate termination.

PROCEDURE: As outlined in Policy

RESPONSIBILITY:

- A) Employees are responsible for maintaining an awareness of potential violent situations and bringing them to the attention of management personnel as soon as possible.
- B) All supervisors are responsible for communicating and administering this policy.
- C) The General Manager/CEO shall be responsible for the overall administration of this policy. This policy will be reviewed annually with all employees and new employees upon hire. When reviewed at an all employee meeting, the training will be documented with an employee sign-in sheet.

DELAWARE COUNTY ELECTRIC COOPERATIVE, INC.

Adopted by Board of Directors

September 27, 2016

Revised by Board of Directors

July 23, 2019

POLICY

SUBJECT: Sexual Harassment Prevention

POLICY:

DCEC (the “Cooperative”) is committed to maintaining a work environment free from sexual harassment, which is one form of employment discrimination. This Policy is one component of the Cooperative’s commitment to a discrimination-free work environment.

- A. This Policy applies to all employees and directors. It also applies to individuals who are not employees of the Cooperative but are employees of contractors, subcontractors, vendors, consultants, and other persons who provide services in the Cooperative’s workplace, such as interns and temporary employees.
- B. Sexual harassment is not tolerated by DCEC, and is prohibited by this Policy. Employees and other individuals covered under this Policy will be subject to disciplinary or other corrective action for any violations of this Policy.
- C. No person covered by this Policy shall be subject to adverse employment action because he/she makes a good faith report of an incident of sexual harassment, or provides information, or otherwise assists in any investigation of a sexual harassment report. Any person covered by this Policy, who retaliates against anyone involved in a sexual harassment investigation, is in violation of this Policy and subject to remedial or disciplinary action.
- D. DCEC will conduct a prompt, thorough, fair, and confidential investigation, consistent with this Policy, in response to any report of sexual harassment. The Cooperative may also investigate other circumstances of inappropriate conduct occurring in its workplace or affecting the terms and conditions of employment for its employees or other individuals working in its workplace. The Cooperative will take effective corrective action whenever sexual harassment or other inappropriate conduct is found to have occurred. All employees, including managers and supervisors, are required to cooperate with any internal investigation of sexual harassment.

PROCEDURE:

- A. Sexual harassment is a form of sex discrimination and is unlawful under federal, state, and (where applicable) local law. Sexual harassment includes harassment on the basis of sex, sexual orientation, self-identified or perceived sex, gender expression, gender identity, and the status of being transgender.

- B. Sexual harassment includes unwelcome conduct which is either of a sexual nature, or which is directed at an individual because of that individual's sex when:
1. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating a hostile work environment, even if the reporting individual is not the intended target of the sexual harassment;
 2. Such conduct is made either explicitly or implicitly a term or condition of employment; or
 3. Submission to or rejection of such conduct is used as the basis for employment decisions affecting an individual's employment.
- C. A sexually harassing hostile work environment can consist of threats, derogatory comments, signs, jokes, pranks, intimidation, physical contact, violence, or other conduct which is of a sexual nature, or which is directed at an individual because of that individual's sex.
- D. Sexual harassment also occurs when a person in authority tries to trade job benefits for sexual favors. This can include hiring, promotion, continued employment or any other terms, conditions or privileges of employment. This is also called "quid pro quo" harassment.
- E. The following is a list of some of the types of acts that may constitute sexual harassment:
1. Physical acts of a sexual nature, such as:
 - Touching, pinching, patting, kissing, hugging, grabbing, brushing against another employee's body or poking another employees' body;
 - Rape, sexual battery, molestation or attempts to commit these assaults.
 2. Unwanted sexual advances or propositions.
 3. Sexually-oriented gestures, noises, remarks, jokes, or comments about a person's sexuality or sexual experience.
 4. Written conduct such as authoring threatening, derogatory or offensive letters, e-mails, text messages, or social media posts.
 5. Sexual or discriminatory displays or publications anywhere in the workplace, such as:
 - Displaying pictures, posters, calendars, graffiti, objects, promotional material, reading materials or other materials that are sexually demeaning or pornographic. This includes sexual displays on workplace computers or cell phones in the workplace.
 6. Sex stereotyping occurs when conduct or personality traits are considered inappropriate simply because they may not conform to other people's ideas or perceptions about how individuals of a particular sex should act or look.

7. Hostile actions taken against an individual because of that individual's sex, sexual orientation, gender identity, or the status of being transgender.
- F. In addition to the conduct described above, the following conduct may be sexual harassment and therefore shall be prohibited by this Policy:
1. Unsolicited verbal, sexual comments (i.e., off-color jokes or stories);
 2. Subtle pressure for sexual activity;
 3. Remarks about a person's body or about sexual activities;
 4. Patting, rubbing, pinching or any other unnecessary touching;
 5. Demanding sexual favors accompanied by implied or overt threats concerning one's employment (i.e., telling an employee that they cannot be promoted or cannot receive a pay increase without submitting sexually to their Supervisor);
 6. Physical assault;
 7. Harassment directed only toward individuals of the same gender.
- G. Any and all activities described above are expressly prohibited; however, the behavior and conduct specified are examples only and are not intended to be an all-inclusive list of what the Cooperative may determine to be sexual harassment under this Policy.
- H. Sexual harassment can occur between any individuals, regardless of their sex or gender. Harassers can be a superior, a subordinate, a coworker or anyone else in the workplace, including an independent contractor, contract worker, vendor, member, client, customer, or visitor.
- I. Unlawful sexual harassment is not limited to the physical workplace itself. It can occur while employees are traveling for business, at employer-sponsored events, or other occasions outside work. Calls, texts, emails, and social media usage by employees containing inappropriate messages, language, or graphics may also constitute or contribute to unlawful workplace harassment, even if they occur away from the workplace, on personal devices, or during non-work hours.
- J. Retaliation includes any conduct, whether or not in the workplace or employment-related, which might deter a reasonable person from making or supporting a charge of discrimination or harassment and is directed at someone who engages in protected activity. Protected activity includes opposing a discriminatory practice, making a good faith report of a suspected violation of this Policy, filing a harassment report, participating in an investigation or proceeding of such a report, or encouraging a fellow employee to make a report.

REPORTING AND INVESTIGATION

A. Reporting Sexual Harassment

1. Preventing sexual harassment is everyone's responsibility. DCEC cannot prevent or remedy sexual harassment unless it knows about it. Any employee who feels that they are a victim of sexual harassment or who observes or otherwise has reason to believe that sexual harassment is occurring in the Cooperative's workplace is required to immediately report the matter to any appropriate management official with whom they feel comfortable talking. The following reporting procedures are suggestions only; reports can be made to any supervisory personnel.
2. In the event that a sexual harassment allegation is against the employee's Supervisor, the employee should report the matter directly to the General Manager. Any allegation of sexual harassment against a Director should also be reported directly to the General Manager. If an allegation of sexual harassment is made against the General Manager, a report should be made directly to the President of the Board. All sexual harassment reports will be handled in a confidential manner by Cooperative officials, Managers and Supervisors to the extent practical.
3. Reports of sexual harassment may be made verbally or in writing. A form for submission of a written report is attached to this Policy, and all employees are encouraged to use this reporting form, but using the form is not required. Employees who report sexual harassment on behalf of another person should state clearly that the report is made on another person's behalf.
4. The availability of this reporting procedure does not preclude individuals who believe they are being harassed from promptly advising the offender that his or her behavior is unwelcome and requesting that it be discontinued.
5. In instances where the person committing the sexual harassment or the circumstances of the sexual harassment make it difficult to report the incident to the supervisor, the CEO/General Manager, or the President of the Board, the employee shall report the incident to the Cooperative's Ombudsman, Jeff Clark at 585-362-4721 (office), 585-794-0819 (cell) or jrc Clark@bsk.com.

- B. Supervisory Responsibilities: Any supervisor or manager who receives a report or information about suspected sexual harassment, or observes conduct that may be sexually harassing behavior **is required to take appropriate steps to address the conduct and to report such suspected sexual harassment to the General Manager.** In addition to being subject to discipline if they engaged in sexually harassing conduct or retaliation themselves, supervisors and managers will be subject to discipline for failing to report suspected sexual harassment or otherwise knowingly allowing sexual harassment to continue.

C. Investigation of Sexual Harassment

1. Sexual harassment reports will be immediately investigated. The investigation will be conducted on a confidential basis to the extent practical. The Cooperative's attorney may be consulted for advice, and all personnel are expected to cooperate fully in investigations. Failure to cooperate with the investigation may result in disciplinary action, up to and including termination. When appropriate, the results of the Cooperative's investigation and its recommendation will be discussed with the reporting individual before any action is taken.
2. In conducting a fair and impartial investigation, the Cooperative's procedures will include these "due process" protections: the Cooperative will provide appropriate notice of the allegations to anyone who is the subject of a harassment report and an opportunity to provide a response to the allegations. Reporting individuals and witnesses will be provided with an appropriate opportunity to present relevant information including documents relevant to the investigation. The Cooperative may adapt and modify the investigatory procedure, in its discretion, based on the nature of the report and the conduct at issue.
3. If the Cooperative determines that this Policy has been violated, it will take effective remedial action commensurate with the circumstances. Any employee who has been found by the Cooperative to have harassed another employee will be subject to corrective action, up to and including discharge where appropriate. If it is concluded that a non-employee has subjected an employee or other person protected by this Policy to conduct in violation of this Policy, prompt and effective action will be taken to stop the harassment and deter any future harassment.
4. Except as otherwise provided below, the results and recommendations of the Cooperative's investigation will be forwarded to the General Manager for a final decision. After reviewing the investigations results and recommendations, the General Manager will make a final decision as to the appropriate resolution of the sexual harassment allegation.
5. If an allegation of sexual harassment is made against the General Manager, a report of the Cooperative's investigation will be submitted directly to the President of the Board and/or the Cooperative's attorney. The President of the Board shall then attempt to resolve the matter with the General Manager. If a sexual harassment allegation is made against a Director, a report of the Cooperative's investigation shall be submitted to the General Manager, and the General Manager shall bring the investigations results and recommendations to the attention of the entire Board. The Board as a whole shall then attempt to resolve the matter with the Director.
6. When appropriate, the results of the Cooperative's investigation and its recommendation will be discussed with the reporting individual before any action is taken.

LEGAL PROTECTIONS AND EXTERNAL REMEDIES

- A. Sexual harassment is not only prohibited by DCEC, but is also prohibited by state, federal, and, where applicable, local law. In addition to the procedures described in this Policy, individuals may choose to pursue legal remedies with the following governmental entities:
- B. Division of Human Rights: The New York State Division of Human Rights (DHR) enforces the Human Rights Law (HRL), codified as N.Y. Executive Law, art. 15, § 290 et seq., which prohibits sexual harassment in employment in New York State, and protects employees, and other individuals working in an employer's workplace. A report alleging a violation of the Human Rights Law may be filed either with the DHR, subject to a three-year statute of limitations, or in New York State Supreme Court, also subject to a three-year statute of limitations. If unlawful discrimination is found after a hearing, the DHR or the court may award relief, which may include requiring the employer to take action to stop the harassment, to redress the damage caused, including reversing an unlawful employment action, and paying monetary damages, attorneys' fees, and civil fines. The DHR can be contacted at (888) 392-3644 or at www.dhr.ny.gov.
- C. Equal Employment Opportunity Commission: The U.S. Equal Employment Opportunity Commission (EEOC) enforces federal anti-discrimination laws, including Title VII of the 1964 Civil Rights Act (codified as 42 U.S.C. § 2000e et seq.). An employee must file a report with the EEOC within 300 days from the conduct giving rise to the report. The EEOC investigates reports, and may pursue a claim in federal court on behalf of the reporting party, or issue a Right to Sue Letter that allows an individual to pursue his/her claims in federal court. Federal courts may award remedies if discrimination is found to have occurred. The EEOC can be contacted by calling 1-800-669-4000 (1-800-669-6820 (TTY)), or at their website: www.eeoc.gov or via email at info@eeoc.gov. If an individual files an administrative report with the DHR, the DHR will file the report with the EEOC to preserve the individual's right to proceed in federal court.
- D. Local Laws: Many localities enforce laws protecting individuals from sexual harassment and discrimination. An individual should contact the county, city or town in which they live to find out if such a law exists. If the harassment involves physical touching, coerced physical confinement or coerced sex acts, the conduct may constitute a crime, and it may be appropriate to report such conduct to the local police department.

The Cooperative will meet with employees as frequently as is necessary, but at least annually, to explain the provisions of this Policy and the Cooperative's intolerance of sexual harassment.

The Cooperative also prohibits discrimination or harassment on the basis of race, color, creed, ethnicity, disability, religion, national origin, military status, age, gender, arrest record, veteran status, sexual orientation, marital status, familial status, domestic violence victim status, criminal history, citizenship, predisposing genetic characteristics, genetic information, or any other category protected by law.



Sexual Harassment Reporting Form

This form is designed to assist individuals making a report under DCEC's Sexual Harassment Prevention Policy. If you believe you are, or have been, subject to conduct in violation of the Sexual Harassment Prevention Policy, or witness or otherwise become aware of such conduct, you are expected to report that information either verbally or in writing. It is the policy of DCEC to promptly and thoroughly investigate such reports.

If you wish to make a written report, you may use this form to do so. After completing this form, please submit it to the General Manager's office, in person or via email. If you are more comfortable reporting verbally or in another manner, you are welcome to do so.

The Cooperative prohibits retaliation against any individual who opposes a discrimination practice, makes a good faith report of discrimination or harassment, or who participates in an investigation of such reports. Your cooperation in truthfully completing this form and providing as much accurate information as possible will enable us to investigate and respond to these matters.

YOUR INFORMATION

Name: _____

Home Address: _____ Work Address: _____

Personal Phone: _____ Work Phone: _____

Job Title: _____ Email: _____

Preferred Communication Method: _____

SUPERVISOR'S INFORMATION

Immediate Supervisor's Name: _____ Title: _____

Work Phone: _____ Work Address: _____

INFORMATION CONCERNING SUSPECTED HARASSMENT

1. The name of the person(s) involved in your report

Name: _____ Title: _____

Work Address: _____ Work Phone: _____

Other identifying information: _____

Relationship to you: ☐Supervisor ☐Subordinate ☐Co-Worker ☐Other: _____



2. Please describe the conduct or incident(s) that are the basis of this report and your reasons for believing the conduct is harassment. Please use additional sheets of paper if necessary and attach any relevant documents or evidence.

3. Date(s) harassment occurred: _____

Is the harassment continuing? ☐ Yes ☐ No

4. Please list the name and contact information of any witnesses or individuals that may have information related to your report. Please use additional sheets of paper if necessary.

5. Have you previously reported or provided information (verbal or written) about harassment at DCEC? If yes, when and to whom did you report or provide information?

Upon receipt of this report, a Cooperative representative will contact you. Every effort will be made to assure that confidentiality will be maintained throughout the investigatory process to the extent consistent with the need to investigate your report and to take appropriate corrective action. For additional information, see the Sexual Harassment Prevention Policy.

The information provided in this report is true and complete and I request that DCEC investigate this report and advise me of the outcome of the investigation.

Signature: _____ Date: _____

RESPONSIBILITY: The Board of Directors, General Manager, Department Managers and Supervisors are responsible for the administration of this Policy and reporting form.

DELAWARE COUNTY ELECTRIC COOPERATIVE, INC.

Approved by the Board of Directors	Jun 14, 2000
Revised by the Board of Directors	Jul 26, 2011
Revised by the Board of Directors	Apr 28, 2015
Revised by the Board of Directors	Mar 7, 2017
Revised by the Board of Directors	Oct 23, 2018
Revised by the Board of Directors	Oct 21, 2019



ACKNOWLEDGEMENT

I acknowledge that I have read the Sexual Harassment Prevention Policy and Reporting Form, that I understand these documents, and that I am aware that I can bring any questions I have about this or any of the Cooperative's policies to a supervisor or to the General Manager.

Individual Signature: _____

Printed Name: _____

Date: _____

POLICY

SUBJECT: Alcohol and Controlled Substances

POLICY:

I. POLICY STATEMENT

The objective of this Policy is to set forth the Cooperative's requirements for drug and alcohol testing. This policy is designed to provide employees with information and resources.

All employees must comply with the requirements of this policy. Failure to comply may result in employee discipline, including, but not limited to, immediate termination.

II. DEFINITIONS OF TERMS, AS USED WITHIN THIS POLICY:

Alcohol: The intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols including methyl and isopropyl alcohol.

Controlled Substance: For employees required to hold a CDL, The U.S. Department of Transportation 5-panel list of drugs, as described in Appendix 1 to this Policy, and as may be amended from time to time by the U.S. Department of Transportation in Code of Federal Regulation Part 382. As of May 10, 2020, per New York law, non-CDL positions will not be tested for marijuana or THC

Post-Incident Screening: Alcohol and controlled substances screening required after motor vehicle crashes or other incidents involving:

- a human fatality,
- bodily injury with immediate medical treatment away from the scene
- cases where a citation is issued to the employee, and
- disabling damage to any motor vehicle requiring tow away where a citation is issued to the driver.
- Estimated damages in excess of \$5000.00 to equipment and/or property

Drug and alcohol testing should be done promptly after removing the employee from duty. If the drug or alcohol test is not collected on-site, contact a collection site to schedule the test within 4 hours. Depending upon circumstances and condition of the employee, blood test may be required instead of usual method of random and reasonable suspicion testing.

The employee under suspicion shall not be allowed to drive themselves to the collection site.

Random Screening: Monthly alcohol and controlled substance screening whereby employees are selected randomly, by the Cooperative's independent 3rd party testing service, from a list of all employees. Percentage rates for selection of CDL drivers and those in the supervisory chain of



CDL drivers, shall comply with minimum annual percentage rates as defined in §382.305 of the Code of Federal Regulations.

Reasonable Suspicion Screening: Alcohol and controlled substances screening required any time the Cooperative has reasonable suspicion to believe that the employee is under the influence of alcohol or a controlled substance while on the clock, either on Cooperative property or in the field. Reasonable Suspicion must be based on specific, contemporaneous, articulable observations concerning the appearance, behavior, speech, or body odors of the employee. The required observations for Reasonable Suspicion Screening shall be made by a supervisor or Cooperative employee who is trained in accordance with §382.603.

- It is strongly encouraged that at least two (2) supervisory personnel concur that there is reasonable suspicion for a drug test. This protects both the supervisor and the employee.
- Drug and alcohol testing should be done within 4 hours after removing the employee from duty. If the drug or alcohol test is not collected on-site, contact a collection site to schedule the test.
- The employee under suspicion should not be allowed to drive themselves to the collection site. A supervisory employee or member of management shall accompany the employee to/from the testing facility.

Second Chance: The Cooperative's position with respect to a failed drug or alcohol test for a **current employee**, which allows the Cooperative's General Manager to apply judgement in certain aspects of the Cooperative's response to a failed drug or alcohol test by a current employee in accordance with paragraph XII of this policy.

Zero Tolerance: The Cooperative's position with respect to a failed drug or alcohol test for a **prospective employee**, which prohibits the hiring of any prospective employee who fails a drug or alcohol test as part of their pre-employment screening in accordance with paragraph XI of this policy.

III. APPLICABILITY

Except as noted in Article VI (Prescription Drugs) and Article VIII (Alcohol and Controlled Substances Screening), this Policy applies equally to all employees of the Cooperative, including exempt and non-exempt, those with and without CDLs, those with and without supervisory responsibility, those within and outside of the collective bargaining units, and those with and without employment contracts.

IV. ALCOHOL AND CONTROLLED SUBSTANCES PROHIBITION

Consumption of alcoholic and/or controlled substances while working or on Cooperative property is prohibited during working and non-working hours. Consumption of alcoholic and/or controlled substances while on-call is prohibited.

Additionally, employees who hold a CDL license must not consume alcohol four hours prior to arriving on duty, and must not consume alcohol for eight hours following an accident, or until the employee receives a post-accident test, whichever comes first.



An employee shall not report for duty or remain on duty when the employee uses any controlled substance, except when the use is at the instruction of a physician who has advised the employee that the substance does not adversely affect the employee's ability to perform safety-sensitive functions including operation of a motor vehicle.

V. IMPAIRMENT DISCLOSURE REQUIREMENT

If an employee is asked to report for duty, either for a scheduled shift or for unscheduled overtime, he/she must immediately disclose if he/she has consumed alcohol or ingested or been exposed to controlled substances which would impair his/her ability to immediately respond to work and work safely and effectively. As soon as responsibly possible thereafter, the employee which was impaired needs to report his/her availability to the proper dispatcher or supervisor.

VI. CONVICTION DISCLOSURE REQUIREMENT

In accordance with the federal Drug-Free Workplace Act of 1988, the employee must notify the Cooperative within five (5) calendar days if the employee is convicted of a criminal drug violation in the workplace.

VII. PRESCRIPTION DRUGS

The employee is responsible for reporting impairment caused by drugs even if the employee has a valid prescription to take the drug. Employees who do not hold a CDL license and who are not in the supervisory chain of CDL drivers are permitted by New York State law to use medical marijuana in accordance with a legal prescription. Under New York State law, employees who use medical marijuana are provided protections as "disabled."

Employees who hold a Commercial Driver's License (CDL) and employees in the supervisory chain of CDL holders are prohibited by the US Department of Transportation (DOT) from taking certain controlled substances, including marijuana, even if the employee has a valid prescription for the controlled substance. Notwithstanding any New York State law to the contrary, if a CDL driver or an employee in the supervisory chain of CDL drivers fails a controlled substance test due to marijuana, that employee will be subject to appropriate disciplinary action in accordance with DOT regulation (Code of Federal Regulation, Part 382), regardless of whether the employee has a valid prescription for the marijuana.

VIII. SELF-REFERRAL

The Cooperative encourages self-referral for employees who are struggling with drug or alcohol issues. The Cooperative requires a confidential Employee Assistance Program (EAP), which can assist an employee in need of counseling and treatment. Being in a treatment program does not excuse an employee from their obligation to disclose impairment to the Cooperative. Appropriate disclosure by an impaired employee will be a favorable factor in determining that employee's status with respect to appropriate disciplinary actions or Return To Work agreements.

IX. ALCOHOL AND CONTROLLED SUBSTANCES SCREENING

All prospective employees for full-time, part-time, temporary, or any other form of employment at the Cooperative shall be subject to a pre-hire drug and alcohol screening. All employees,



regardless of whether they possess CDLs, shall be subject to the following types of alcohol and controlled substances testing:

- Random Screening
- Reasonable Suspicion Screening
- Post-Accident Screening

All alcohol and controlled substances screening shall be administered by a third-party alcohol and controlled substances screening company selected and hired by the Cooperative. Except as provided in Article VI (Prescription Drugs) of this Policy, the quantity, type, and procedure of tests to be performed on all employees by the third-party alcohol and controlled substances screening company shall be in accordance with DOT regulations governing CDL drivers, regardless of whether the employee being tested is a CDL driver or not. For CDL drivers and employees in the supervisory chain of CDL drivers, the quantity, type, and procedure of tests to be performed shall be in accordance with all DOT regulations governing CDL drivers.

X. BLOOD ALCOHOL CONCENTRATION LEVELS

A Blood Alcohol Concentrations (BAC) greater than or equal to 0.04 shall be a positive test and shall constitute a failed test for an employee. A BAC greater than 0.02 but less than 0.04 shall not perform or continue to perform safety-sensitive functions, including operating a motor vehicle, for twenty-four (24) hours following the BAC test. A BAC less than 0.02 shall be a negative test and shall be treated the same as a BAC of 0.0.

XI. ZERO TOLERANCE FOR A FAILED ALCOHOL AND CONTROLLED SUBSTANCES TEST BY A PROSPECTIVE EMPLOYEE

All prospective employees will be tested for alcohol and controlled substances. The Cooperative has zero tolerance for any failed drug or alcohol test by any prospective employee. Prospective employees who fail a drug or alcohol test shall not be permitted to work at the Cooperative.

XII. SECOND CHANCE FOR A FAILED ALCOHOL AND CONTROLLED SUBSTANCES TEST BY AN ACTIVE EMPLOYEE

An employee who has a verified controlled substances test result, or who has an alcohol concentration of 0.04 or greater shall be removed immediately from his or her safety sensitive functions and must also be evaluated by a substance abuse professional.

The Cooperative may, at the discretion of Cooperative's General Manager, in consultation with the Board President and Cooperative's attorney, offer a second chance to an active employee who has failed a drug or alcohol screening, depending on the nature and circumstances of the failed drug or alcohol screening. The following is a partial list of factors that may be considered by Cooperative management in determining whether a second chance will be offered to an employee who has failed a drug or alcohol test and is provided for illustration only:

- Did the employee willfully place the health and safety of other employees, members, or the public in jeopardy?
- Did the employee operate Cooperative vehicles or equipment while under the influence of drugs or alcohol?

-
- Did the employee take drugs or alcohol on Cooperative property or while on the clock for the Cooperative?

If an employee is given a second chance, the employee may, at the sole discretion of Cooperative management, be required to participate in appropriate treatment or counseling, show proof of participation in appropriate treatment or counseling, submit to additional scheduled drug and/or alcohol screenings, and work in a different position and at a different pay rate than his or her normal position, until Cooperative management determines, at their sole discretion, that the employee is ready to return to a normal status.

XIII. REFUSAL TO SUBMIT TO A REQUIRED ALCOHOL OR CONTROLLED SUBSTANCES TEST

No employee shall refuse to submit to any alcohol or controlled substance test as required by this Policy. "Refusal to submit" includes refusal to take the test; inability to provide sufficient quantities of breath, saliva, or urine to be tested without a valid medical explanation; tampering with or attempting to adulterate the specimen; interfering with the collection procedure; not immediately reporting to the collection site; failing to remain at the collection site until the collection process is complete; having a test result reported by a Medical Review Officer as adulterated or substituted; or leaving the scene of an accident without a valid reason before the tests have been conducted.

Refusal to submit shall preclude the employee from performing or continuing to perform safety-sensitive functions and shall make the employee subject to the same requirements and disciplinary actions as if the employee had failed the required alcohol or controlled substance test.

XIV. RETURN TO WORK AGREEMENTS

The Cooperative may require an employee who has self-referred or who has failed a drug or alcohol test to execute a Return To Work agreement.

If an employee, prior to being subjected to disciplinary action, or where disciplinary action has been held in abeyance during the pendency of treatment -- engages in appropriate treatment, he or she may be required to execute a Return To Work Agreement prior to returning to work.

Such Return To Work Agreement will include:

- verification of the employee's participation in a treatment program,
- the employee's commitment to maintain the prescribed regimen for continued wellness and aftercare
- authorization by the employee to appropriate Cooperative representatives to discuss compliance with the foregoing requirements, but limited to a need-to-know basis and maintaining privacy particularly with respect to medical records,
- the employee's commitment to adhere to the Cooperative's policies and requirements of the DCEC Employment Manual,
- the employee's authorization to conduct additional drug or alcohol testing if appropriate, and

- an acknowledgement that a violation of the Return To Work Agreement will result in immediate termination.

XV. REPEATED VIOLATIONS

An employee who has failed an alcohol or controlled substances screening, and then subsequently fails another alcohol or controlled substances screening, shall be terminated, to the extent permitted by law. Specifically, the Cooperative shall comply with federal or New York State law in cases where employees' use of alcohol or a controlled substance is protected under federal or New York State law as a condition of their "disability." Notwithstanding any New York State law to the contrary, CDL drivers and employees in the supervisory chain of CDL drivers shall be prohibited from using marijuana, in accordance with superseding federal statute.

When interpreting this article, a second failed alcohol or controlled substance screening could be a Random Screening, a Reasonable Suspicion Screening, or a Post-Accident Screening.

XVI. USE OF PAID TIME OFF (PTO) FOR TREATMENT OF DRUG OR ALCOHOL RELATED ISSUES

Active employees of the Cooperative are permitted to use their PTO, including sick time, personal time, and vacation time for the purpose of participating in drug or alcohol treatment programs, subject to the limitation of other Cooperative policies and applicable collective bargaining agreements.

XVII. CLEARINGHOUSE REQUIREMENTS

As of January 6, 2020, the Federal Motor Carrier Safety Administration (FMCSA) created a repository that collects information on drivers' DOT drug and alcohol violations occurring under an employer's testing program. Employers are required to report DOT drug and alcohol testing program violations to the Clearinghouse, including when a driver:

- Tests positive for drugs or alcohol;
- Refuses drug and alcohol testing; and
- Undergoes the return-to-duty drug and alcohol rehabilitation process.

The Clearinghouse will collect and maintain the following records:

- Verified positive, adulterated, or substituted drug test result;
- Alcohol confirmation test with a concentration of 0.04 or higher;
- Refusal to submit to any test required by Subpart C of Part 382;
- Employer's report of *actual knowledge*, as defined by § 382.107, including:
 - On duty alcohol use (§ 382.205)
 - Pre-duty alcohol use (§ 382.207)
 - Alcohol use following an accident (§ 382.209)
 - Controlled substance use (§ 382.213)
- Substance Abuse Professional report of the successful completion of the return-to-duty process; and
- Employer's report of completion of follow-up testing.

The Clearinghouse will assist the Cooperative in learning of a driver's need to start or continue with the necessary steps mandated in the DOT return-to-duty process in order to safely operate a commercial motor vehicle.

FMCSA requires the Cooperative to:

- Query the system for information on driver applicants; and
- Search the database annually for current employees.

Before the Cooperative may gain access to the Clearinghouse information, a driver is required to provide consent. Failure to provide such consent would effectively prevent the Cooperative from using the driver in a safety-sensitive function.

A driver can review his or her report at no cost by registering with the Clearinghouse.

XVIII. EDUCATION

A goal of this policy is to assist employees to proactively manage their own relationships with drugs and alcohol. Doing so can reduce health and safety risks and promote healthy productive employees of the Cooperative. The Cooperative shall provide information to all active employees about this policy, the Cooperative's drug and alcohol testing program, and resources available to assist employees with drug or alcohol related issues. This information shall be provided at least annually.

XIX. QUESTIONS – WHO TO CONTACT

If you have questions about the Cooperative's policy or programs related to Alcohol and Controlled Substances, please contact the Cooperative's CEO/General Manager at 607-746-9282 or visit in person at 5 North Depot Street, Delhi, NY. If for any reason you are not comfortable contacting the CEO/General Manager to discuss these matters, you may contact the Cooperative's Ombudsman, Attorney Jeff Clark at 585-362-4721.

If you have questions about the effects of alcohol misuse and controlled substances on an individual's health, work, and personal life; signs and symptoms of an alcohol problem; and available methods of intervening when an alcohol and/or controlled substance problem is suspected, please contact the Cooperative's Employee Assistance Program confidentially at (800) 252-4555 or (800) 225-2527.

PROCEDURE: Offender subject to disciplinary action up to and including termination.

RESPONSIBILITY: General Manager

DELAWARE COUNTY ELECTRIC COOPERATIVE, INC.

Adopted by Board of Directors	Aug 26, 1986
Reviewed by Board of Directors	Apr 24, 1990
Renumbered, was No. 91	Apr 25, 1990

Revised by Board of Directors	Jan 26, 2010
Reviewed by Board of Directors	Jul 22, 2014
Revised by Board of Directors	Dec 22, 2015
Renamed from "Alcohol & Mind Altering Substances"	Apr 26, 2016
Revised by Board of Directors	Apr 26, 2016
Revised by Board of Directors	Dec 27, 2016
Revised by Board of Directors	Jun 26, 2018
Revised by Board of Directors	Dec 17, 2019
Revised by Board of Directors	Sep 22, 2020
Revised by Board of Directors	Oct 26, 2021

APPENDIX 1 – U.S. DEPARTMENT OF TRANSPORTATION
“CONTROLLED SUBSTANCES”

As of the publication date of this Policy, the U.S. Department of Transportation includes the following 14 drugs in their 5-panel test:

- Marijuana (THC)
- Cocaine
- Amphetamines
 1. Amphetamine
 2. Methamphetamine
 3. MDMA (common name Ecstasy/Molly)
 4. MDA (common name Sally or “Love Drug”)
- Opioids
 1. Codeine
 2. Morphine
 3. 6-AM (heroin)
 4. Hydrocodone
 5. Hydromorphone
 6. Oxycodone
 7. Oxymorphone
- Phencyclidine (PCP)

POLICY

SUBJECT: Personnel Selection/Dismissal and Nepotism

POLICY: It shall be the policy of the Cooperative for the General Manager to recruit, hire, retain and dismiss employees.

The Cooperative shall not hire any person who is a “close relative” of a Board member, the General Manager or another employee to be an employee or contractor of the Cooperative unless specifically authorized by a vote of the Board of Directors.

A “close relative” is defined as anyone who is a spouse, child, grandchild, sibling, parent, aunt or uncle, niece or nephew or first cousin of any of the above individuals. Any such person who is a half-relative or step-relative of the above individuals shall also be included in the definition of “close relative”.

PROCEDURE: In the event a vacancy occurs within the Cooperative, it shall be the policy of the Cooperative, that the General Manager will take the necessary steps through advertising or other means to secure qualified applicants to fill the position vacancy. The General Manager shall be responsible for conducting personal interviews with applicants that he/she deems most qualified and in investigating references and conducting background checks on candidates in determining employment eligibility. The General Manager shall be responsible for selecting the person or persons to fill vacancies.

The General Manager also is empowered by the Board of Directors to dismiss employees for any lawful reason, or for no reason, if so warranted for the good of the Cooperative.

RESPONSIBILITY: General Manager and Board of Directors

DELAWARE COUNTY ELECTRIC COOPERATIVE, INC.

Personnel Selection and Dismissal
combined with

Personnel Selection and Nepotism Jul 22, 2014

Revised by Board of Directors Jan 26, 2016

Reviewed by Board of Directors Dec 18, 2018

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Employee Plan in Response to COVID-19 Virus
Last updated 01/03/2022

On **January 3, 2022**, the CEO reviewed for any changes to **December 10, 2021**, guidance to **identify any modifications for compliance**. There were significant changes.

Purpose of the Employee Plans

These plans will be reviewed again on February 7, 2022, or sooner as warranted.

These plans are intended to minimize transmission of the COVID-19 virus between employees, so that employees and those they come into contact with outside the workplace are safer. The plans have been updated as part of the AIDEPP. The Cooperative is obligated to uphold any and all NYS and Federal laws and follow current CDC guidelines. As more is learned about the virus, these guidelines are subject to change.

This plan allows us to continue to serve the most critical needs of members, including answering the phone and responding to outages. Also, critical office functions like payroll processing will be maintained under this plan.

This plan also outlines procedures in the event that employees have extended time away from the office due to a COVID related illness.

Furlough

There is no plan to utilize employee furlough based on the current region's ranking put forth by the Governor's office. If there is a new executive order or state of emergency, then employee furlough will be reconsidered. Individual Furlough (Quarantine) is considered in the event that an employee may have been exposed to the virus. In such cases, employees may be entitled to paid leave.

Maintaining Social Distance

Social distancing is absolutely required to limit possible exposure and subsequent contamination, in the event another employee may be a-symptomatic and be positive for the virus.

Required Precautions

Before Work:

Effective September 10, all employees must perform screening prior to start of any shift.

The following three screening questions are required daily:

- 1. Are you presently running a fever (100.4 F)?**
- 2. Are you currently experiencing, or recently experienced (in the last 48 hours), any new or worsening COVID-19 symptoms?**
- 3. Have you had close contact (being within six feet for at least 15 minutes over a 24-hour period) or proximate contact (as determined by health authorities) in the past 10 days with any person confirmed by diagnostic test, or suspected based on symptoms, to have COVID-19?**
- 4. Have you tested positive through a diagnostic test for COVID-19 in the past 10 days?**



Prior to June 8, the timeframe for all three questions was 14 days, which was premised on outdated COVID-19 public health authority guidance. In addition, if an employee had a preexisting condition that mirrored COVID-19 symptoms, such as migraines, they were required to answer the symptom screening question in the affirmative. The updated guidance permits employees to account for preexisting conditions.

Updated forward guidance no longer makes exceptions for vaccination or recovery status regarding close contact and exposure. Exposure is defined as 15 cumulative minutes of mask-less close proximity (less than 6' proper social distancing) to an individual during a rolling 24-hour period.

While at work, the following precautions shall be taken by all employees:

- 1) Attempt to maintain a distance of 6 feet between employees whenever practical.
- 2) If practical, utilize your badge rather than your finger/thumb print to punch in and out with the time clock.
- 3) Whenever practical, clean and disinfect shared surfaces by utilizing disinfect wipes and cleaners provided by the Cooperative. Shared surfaces include time clocks, bathroom fixtures, door handles, steering wheels of shared vehicles, gas pumps, etc.
- 4) Wash hands thoroughly as often as possible and after contact with surfaces that may not be sanitized. Avoid touching your face with your hands.
- 5) Utilize hand sanitizer when unable to wash hands after touching surfaces that may not be disinfected. The Cooperative has provided sanitizers in all areas of the office, and disposable sanitizing wipes and liquid are available for all trucks and offices.
- 6) Sanitize all trucks before and after using.
- 7) When vehicles are shared, employees not fully vaccinated within the shared vehicle must wear face coverings.

Face Masks

We are required to wear facemasks 14 days after exposure and in any situation where we may not be able to maintain social distancing with members of the public or with each other as employees while indoors (indoors defined as under roof).

For this reason, the Cooperative has provided all employees and guests with disposable face masks. FR face masks have been supplied to those who work in and near the energized space. Please let us know if you are in need of FR masks or any other PPE. All employees and directors must deny access to Cooperative property to any non-employee that refuses to wear a mask.

Effective July 27, 2021 and August 2, 2021, CDC has updated Forward Guidance for several industries, including office-based and energy

For the purposes of this guidance, people are considered **fully vaccinated** for **COVID-19** ≥ 2 weeks after they have received the second dose in a 2-dose series (Pfizer-BioNTech or Moderna), or ≥ 2 weeks after they have received a single-dose vaccine (Johnson & Johnson [J&J]/Janssen)[±]; there is currently no post-vaccination time limit on **fully vaccinated** status. "Unvaccinated people" refer to individuals of all ages, including children, that have not completed a vaccination series or received a single-dose vaccine.



The CDC added a new online daily tracker to highlight COVID hot spots by county amid a surge in the more contagious Delta variant to coordinate indoor mask wearing regardless of vaccination level. The mask guidance separates COVID transmission risks into four color-coded categories: **low, moderate, substantial and high (blue, yellow, orange and red)**. Indoor mask-wearing in public is recommended by the CDC in counties with substantial or high COVID transmission or test positivity rates. That means counties with at least 50 new COVID-19 cases per 100,000 population over the past seven days, or a COVID test positivity rate of 8% and above.

At least daily, during normal work hours (M-F), the status for each county within the DCEC service footprint will be posted by the time clock and other locations throughout the property.

The CDC updates the county status daily at 2000 hours (8:00PM ET) to:

<https://covid.cdc.gov/covid-data-tracker/#county-view>

In addition to incorporating updated mask, physical distancing, and capacity rules that have been in place since New York adopted the Centers for Disease Control and Prevention (CDC) guidance for fully vaccinated individuals on May 19, 2021, the most significant modification to the NY Forward Guidance update is the change in screening questions.

The following three screening questions are required daily:

- 1. Are you presently running a fever (100.4 F)?**
- 2. Are you currently experiencing, or recently experienced (in the last 48 hours), any new or worsening COVID-19 symptoms?**
- 3. Have you had close contact (being within six feet for at least 15 minutes over a 24-hour period) or proximate contact (as determined by health authorities) in the past 10 days with any person confirmed by diagnostic test, or suspected based on symptoms, to have COVID-19?**
- 4. Have you tested positive through a diagnostic test for COVID-19 in the past 10 days?**

Suspected COVID-19 Exposure Procedure

All employees are required to notify their immediate supervisor and departmental manager if they suspect or are notified that there was a possible exposure to the virus. In some cases, the possible exposure to the virus may be remote, but it still needs to be reported as soon as you have knowledge of the possible exposure. All individuals exposed to COVID-19 must:

- Monitor symptoms daily from day of exposure (or first date of awareness of exposure if there is a delay) through Day 14;
- Continue strict adherence to all recommended non-pharmaceutical interventions, including hand hygiene and the use of face coverings, through Day 14 (even if fully vaccinated);
- Immediately self-isolate if any symptoms develop and contact the local public health authority or their health care provider to report this change in clinical status and determine if they should seek testing.

Possible Outcomes per 12/09/21 CDC Guidelines and 12/15/21 NYS Department of Health (DOH):

- 1) FOR INDIVIDUALS EXPOSED TO COVID-19 WHO ARE NOT FULLY VACCINATED OR HAVE NOT RECOVERED FROM COVID-19 IN THE PREVIOUS 3 MONTHS. Individuals exposed to someone with confirmed or suspected COVID-19, who are not fully vaccinated or have not recovered from COVID-19 in the previous 3 months, are required to quarantine for 10 days after exposure. Testing is not required to end quarantine after 10 days provided no symptoms have been reported during the last 10 days of the quarantine period with at least 24 hours having passed since resolution of fever without the use of fever reducing medications and improvement in other symptoms. However, tests should be sought immediately if any symptoms develop during the 14 days after exposure. Regardless, recommendations are to be clinically evaluated and tested for COVID-19 by healthcare provider with 2 negative tests in a row taken at least 24 hours apart.
- 2) FOR FULLY VACCINATED AND PREVIOUSLY RECOVERED INDIVIDUALS EXPOSED TO COVID-19. The key factor remains that the individual remains asymptomatic. However, individuals should be encouraged to consult with their healthcare provider if they have any questions about their individual situation, such as immunocompromising conditions or other concerns.
 - Asymptomatic individuals who have been fully vaccinated against COVID-19 do not need to quarantine after exposure to COVID-19. However, the CDC now recommends that the individual get tested 3-5 days after the exposure and wear a mask indoors and around others for 14 days or until a negative test is received.
 - Fully vaccinated individuals exposed to COVID-19 who are experiencing related symptoms must isolate themselves for at least 10 days from onset of symptoms with at least 24 hours having passed since resolution of fever without the use of fever reducing medications and improvement in other symptoms. Alternatively, be clinically evaluated and tested for COVID-19 by healthcare provider with 2 negative tests in a row taken at least 24 hours apart. This guidance applies to all persons regardless of vaccination status.
 - Recovered individuals are encouraged to get vaccinated

As utilities are now classified as essential services, there is special guidance for return to work during isolation based upon additional 12/23/21 CDC guidance and 12/24/21 NYSDOH in limited circumstances where there is a critical staffing shortage:

Employers may allow a person to return to work after day 5 of their isolation period (where day zero is defined as either date of symptom onset if symptomatic, or date of collection of first positive test if asymptomatic) if they meet all the following criteria:

- The individual is a healthcare worker or other critical workforce member**
- The individual is fully vaccinated at least 2 weeks before the day they become symptomatic or, if asymptomatic, the day of collection of the first positive specimen).**

- The individual is asymptomatic, or, if they had mild symptoms, when they return to work they must:

Not have a fever for at least 72 hours without fever-reducing medication

Have resolution of symptoms or, if still with residual symptoms, then all are improving

Not have rhinorrhea (runny nose)

Have no more than minimal, non-productive cough (i.e., not disruptive to work and does not stop the person from wearing their mask continuously, not coughing up phlegm)

- The individual is able to consistently and correctly wear a well-fitting face mask, a higher level mask such as a KN95, or a fit-tested N95 respirator while at work. The mask should fit with no air gaps around the edges.

In other settings, face masks should be well-fitting, disposable, non-woven masks.

Other face coverings including cloth masks are not allowed except as part of double masking with a disposable mask underneath

Individuals who are moderately to severely immunocompromised are not eligible to return to work under this guidance.

Individuals working under this policy must continue to stay at home, take precautions to avoid household transmission, and observe other required elements of isolation while not at work until the end of the 10-day period.

Testing is not required.

Workers participating in this program should be instructed that:

- They should practice social distancing from coworkers at all times except when job duties do not permit such distancing.

- If they must remove their respirator or well-fitting facemask, for example, in order to eat or drink, they should separate themselves from others.

They should self-monitor for symptoms and seek re-evaluation from occupational health or their personal healthcare provider if symptoms recur or worsen.

COVID-19 Infection Procedure

All employees are required to notify their immediate supervisor and department manager if they exhibit symptoms of having contracted the COVID-19 virus after a known exposure.

Possible Outcomes per CDC Guidelines and NYS Department of Health (DOH) at this time:

1) If an employee has symptoms and has received a positive test result, they can return to work after the following conditions are met:

a) 10 days since symptoms first appeared **and**

b) 24 hours with no fever without the use of fever-reducing medications **and**

c) Other symptoms of COVID-19 are improving*

**Loss of taste and smell may persist for weeks or months after recovery and need not delay the end of isolation.*

- 2) If an employee tested positive but has no symptoms, they can return to work after 10 days of having received the positive result if they are still not exhibiting symptoms.
- 3) If an employee is subject to an Order of Quarantine by a state agency or health department, or has a positive COVID-19 test, the Cooperative will pay the employee for up to 10 days of leave, consisting of the ten 10 days beginning on the date of the start of the Order of Quarantine or the date of the positive test.
- 4) If an employee has met the 10-day requirement and/or has reached the end of a county or state mandated quarantine, but still cannot report to work due to illness, the employee will be required to use sick time or other appropriate forms of PTO for continued leave. If the sick time is longer than 3 days, the employee will be required to obtain and submit a directive from a medical professional verifying the need for leave and setting forth a return-to-work date. The Cooperative may also require that a medical professional and/or the employee submit documentation that deems the employee safe and able to return to work.

In addition, an employee who has been out of work pursuant to an order of quarantine or isolation and who tests positive a second time for COVID-19, must submit verification of the positive test result to their immediate supervisor. In such cases, the Cooperative the employee may receive an additional 5 days of paid leave and would also be eligible for 5 days of PFL / DBL. Employees wishing to apply for PFL/DBL should contact Human Resources or Guardian insurance as soon as possible to receive appropriate forms. This same procedure and leave would apply if the same individual tests positive for COVID-19 a third time.

The employee is not entitled to leave more than three times, and any subsequent leave must comply with the Cooperative's existing leave policies.. Employees can also apply for NYS DBL/PFLA through our insurance carrier, Guardian, for an additional 5 days paid by the insurance carrier per positive test.

For example:

Exposure or Positive Test	Employer paid up to 10 days	
2 nd Positive Test	Employer paid up to 5 days	PFL/DBL paid up to 5 days
3 rd Positive Test	Employer paid up to 5 days	PFL/DBL paid up to 5 days

- 5) If an employee does not have or exhausts all sick time, they may utilize the sick leave donation program outlined in the union contract, if eligible.
- 6) If the employee is still unable to return to work after having exhausted all PTO and sick time, the employee will be transitioned to short term disability for a maximum of 26 weeks. If the employee cannot return to work after 26 weeks being on short term disability and is still unable to return to work, the employee will be transitioned to long term disability.
- 7) Employees that are in their probationary period and therefore, do not have any PTO, are eligible to apply for NYS statutory short-term disability but not the enhanced short term disability benefits provided by the Cooperative. Any days beyond the NYS statutory short term disability, will be taken as unpaid leave.



Please note: All “days” refer to calendar days and not workdays. Also, all Department of Health mandated quarantine days will be paid by the employer and not subject to employee’s PTO. Employees that need to care for a family member are eligible to apply for Family Care through Paid Family Leave and should see Human Resources or Guardian Insurance for the appropriate forms.

The Cooperative is considered to employ essential employees, and as such, reserves the right to evaluate and consult with each individual employee on a case-by-case basis to arrive at a mutual course of action for each scenario.

Collective Bargaining Agreements

It is not the intention of the Cooperative’s management to violate any collective bargaining agreement in implementing these emergency measures. If an issue arises with respect to contractual terms or conditions of employment, management is committed to sitting down with union representatives as soon as practical to work in good faith to address any issues.

This plan is being sent to IBEW Local 10 for their informational purposes. Management will be open to discuss any issues that may be identified by the Union. In the meantime, the plan will be implemented out of concern for our employees and members of the public.

REVISION DATES:

01/20/21, 03/17/21, 04/20/21, 05/24/21, 06/11/21, 07/06/21, 08/04/21 09/06/21, 10/08/21, 10/29/21, 11/29/21, 12/10/21, 01/03/22

CEO/GM REPORT
17 DECEMBER 2021 – 16 JANUARY 2022

SAFETY/COMPLIANCE

Safety Committee Activity:

Meeting later this month.

COVID/AIDEPP:

Updated to reflect review dates and included language for 5-day quarantine strategy in event of 'labor shortage of essential workers' as CDC guidance and NYS guidance differed. DCEC has opted to remain at a more stringent 10-day and health department 'all-clear' in efforts to keep staffing levels up.

Injury/Illness/Exposure Report:

One injury reported. There were 7 exposure incidents with results ranging from negative tests to five furloughs

Accident Investigation:

None

Property Damage/ Public Liability Investigation:

None currently.

Employee Safety Meetings:

Scheduled later this month

Pole Inspections / Line Inspections / Stray Voltage Testing:

No work this period. Bidding.

ENGINEERING & TECHNOLOGY:

Sectionalizing Device Maintenance:

Have obtained price quotation from Zemar to perform specified maintenance; schedule pending DCEC approval.

IR Inspection:

During the recent cold snap, Engineering took the opportunity to perform IR inspections at Delhi station. Two issues were identified and will be scheduled for proactive maintenance when weather improves:

1. X1 bushing, threaded connector on the bushing stud of the operating bank exhibits an elevated temperature when compared to X2 and X3 bushings. Xfmr loading = ~4.5 MW = 208 A. per phase at 12.47/7.2 kV, balanced loading.
2. PT A Recloser bay, source side disconnect/center phase/top latching point exhibits an elevated temperature compared with the two (2) outside phases.

Voltage Monitoring:

Thirteen (13) additional voltage monitoring points have been added to the 40 base voltage monitoring points in Command Center in order to allow for additional operational information regarding the substation voltage regulating equipment. There are now 53 points being monitored across the DCEC system.

Dryden Substation Spare Transformer:

Irby has advised DCEC that the shipping of the connectors that are needed to energize the new spare transformer at Dryden substation will be delayed until early February 2022.

DCEC is working with T&R transformer with regard to the oil leak on one of the spare transformers at Dryden substation. The leak was recently detected by DCEC crews upon inspection. Initially, it appears the source of the leak is one of the 7.62 kV ("low side") bushings. T&R has requested additional photographs of the top of the suspected bushing and has indicated that they may arrange to have this transformer shipped back to the Colman, SD location for repairs. DCEC has indicated to T&R that a "two step" move may be needed as an over the road truck cannot directly access the Dryden substation. Additionally, DCEC crews have advised that the 46 kV bushings will likely need to be removed prior to rigging

the transformer out of the substation in preparation for shipping. This transformer was shipped from T&R with the 46 kV bushings crated and cover plates in place at the 46 kV bushing locations.

WO Inspection:

Construction work order field inspections and related documents have been completed and 219's signed up through and including October 2021.

Special Projects:

Cat Hollow TS-1 metering – L+G has advised us that their server will be active until 1/31/2022. DCEC should therefore be able to obtain reads remotely for the January 2022 billing cycle. A SPU 3000 provisioned with an TS1 blade is now on hand for the Cat Hollow system; the Bison cabinet which will house the SPU 3000 as well as the MTC communication equipment is expected to arrive by mid-January 2022. DCEC field personnel have reviewed the site and have purchased conduit and fittings that will be used with the installation of the SPU 3000 (including communications circuits, ac power circuits, and the sensing CT secondary circuits). MTC has been contacted relative the availability of their system at this location; they have confirmed that they will be able to provide DCEC with the needed communication service upon the installation of the Bison cabinet at this site.

Power Quality Investigations:

Received information from construction contractors working on a member's home on Berry Brook road (Colchester) indicating that the plumber had received a shock at the time when touching metallic piping located in the home. Line Crew investigated to ensure that no dangerous shock potential was present. Determination was made that the voltage present (~12 volts, ac) was due to induction coupling of DCEC's primary system neutral and the adjacent, operating 345 kV ac transmission line (NYSEG's Fraser to Coopers Corners 33 Line). This induction phenomenon had been documented during measurements taken by DCEC during 2012 with confirming measurements having been taken during 2016. Accordingly, a neutral isolator (Ronk Electrical Industries, saturable reactor) rated at 22 volts, ac has been ordered. It is expected to arrive during the first week of January 2022. Line crew to schedule its installation subsequent to receipt of this device.

Kortright Control House Work and NYPA Metering Upgrade:

Conduit systems for the NYPA metering upgrade and DCEC communication circuits have been installed and terminated in the control house. Additionally, the control house now has ac service and operational ceiling mounted lighting equipment. Later in the day today (1/6/2022), DTC completed the installation of the fiber drop into the control house via DCEC's underground conduit system. The POTS line is now activated. A telephone handset will be purchased in the near future for installation in the control house.

DTC will be providing DCEC with the network addresses that are needed for the firewall (SonicWALL) protection/router device. This information will be provided to NISC for the provisioning of the new SonicWALL device to be installed in the control house.

DCEC crews have constructed a stand for mounting the RTU cabinet in the control house at the time when it is relocated from its current outdoor location at this substation on the substation metering structure.

PV Development:

An additional solar PV development was interconnected on the Jefferson substation (~9.5 kW rated) during the first week of January 2022 bringing the total member-owned distributed generation systems (DER) to 37 PV installations and 2 wind based installations. The total nameplate capacity of the fleet of interconnected DER installations is now ~295 kW.

Johnson Hill Radio Repeater:

DCEC working with Tri-County Communications to meet requirements imposed by the tower owner's manager for installations at this site. Specified requirements include the joint user's receiving antenna installation, the control house ac wiring installation and the RF cable installation.

OPERATIONS:

Notable Outages and Occurrences:

Largest Outage in time frame resulted in 16727 member minutes on 12/26/21 ~ 81 members were out for ~3.5 hours members were located in Hamden.

Disconnections:

Collections have ceased until 16 April. Friendly reminders and doorknocker campaigns will continue

Right of Way Crew:

Cleared 2.97 Miles, working in Meredith. Crew also busy with CDL training.

Dryden Substation Spare Transformer:

Outage schedule to be determined.

Headquarters

Working with THC on lighting issues in parking lot and some HVAC issues.

FINANCE, ACCOUNTING & HR

Staffing:

Continuing search for General Clerk, Staking Technician and Engineering Manager. There are presently 6 applications for General Clerk but there have been no applicants for the latter two positions. All positions have been advertised nationally through NRECA, DCEC website, DCEC Facebook and locally through Oneonta Daily Star.

2022 Budgeting:

Full budget for approval is completed and will be presented in January's board meeting

CFC Commercial Paper:

Continuing to roll over investments for consistent operating cash level.

Policies/Procedures:

Continuing to work through the procurement policy for revisions of process and a reboot of our company credit card program.

Internal Auditing:

Comparing system settings, documents, and data to verify and cleanup from prior years.

MEMBER SERVICES & PUBLIC RELATIONS

Annual Meeting:

9/9/22 – TBD... discussions on agenda and format changes with electronic access and voting.

Idle Services:

Coordinating with Engineering and Operations, presently 217 identified.

Youth Tour/ Legislative Trip/ Scholarship:

2022 schedule posted to website and letters/flyers/applications sent to guidance councilors with February, March, April and June Dates

100%GoGreen

Launched campaign on website and Facebook immediately following last Board meeting resulting in 0 new participants.

Documentation:

Working with ISD to test using DocuSign® to streamline member applications and change-of-hands transactions.

Year-End:

Capital Credit refunds and other returns have been completed. Dec 15-31 Test data completed

LEGAL, GOVERNANCE & LEGISLATIVE/INDUSTRY AFFAIRS

CFC

The Cost-of-Service Study (CoSS) is back on track for 2021 with CFC. At this time, Kerry Rollins will be the assigned rate analyst. Tentative schedule as follows:

- March 1, 2022: Data Request Emailed to Delaware County
- June 1, 2022: Data Request Items Due
- August 31, 2022: CFC Completion.

NYSERDA

Apparently not reaching out to RECs and municipal utilities but, NYSERDA is campaigning Clean Energy Resource Development program with towns and counties for tax credits of 25+MW large projects where monies are collected from wind/solar developers for \$500/1000 per MW nameplate annually for 10 years and distributed to users or governmental entities

NY

Several pieces of legislation this month/week.... Moratoria extensions through 30 June and several PSC-related items which DCEC and the other RECs may mirror including regulatory reporting for 2040 emission goals, make-ready fees and calculations for pole replacements, burying lines, paying customers for 24+ hour outages.

Also monitoring and trying to align CDC and NYS COVID guidance.

Policies/Procedures Development:

Continuing with accelerated policy reviews to afford time for proper development of line and procurement policies

NYPA:

NYPA anticipates there will be no reduction in firm hydro energy sales to hydropower customers for the period of January 1 through 31, 2022. The forecasted January 2021 generation is projected to be sufficient to meet our firm hydropower customers' needs. However, if that generation is not sufficient, Substitute Energy will be purchased on our behalf with our signed Substitute Energy agreements.

NYPA has also sent out the 2021 IEDP certification survey for Sportsfield, Friesland and Amphenol due 18 February.

NYSRECA:

DCEC and others trying to stay ahead of the political and regulatory landscape that seems to be changing daily

NYAPP:

Submitted high-level executive summaries for potential infrastructure funding opportunities for DCEC. Grant opportunities are rather limited but expressed our interest in battery storage and grants for tree trimming under 'reliability and resiliency'. The limited areas are:

11401-type for "Charging and Fueling Infrastructure" to "deploy publicly accessible electric vehicle charging infrastructure, hydrogen fueling infrastructure, propane fueling infrastructure, and natural gas fueling infrastructure along designated alternative fuel corridors.

40101-type for "Preventing Outages and Enhancing the Resiliency of the Electric Grid". for which electric grid operators, electricity storage operators, electricity generators, transmission owners or operators, distribution providers, fuel suppliers, and "any other relevant entities" are eligible for grant funding to be used for "activities, technologies, equipment, and hardening measures to reduce the likelihood and consequences of disruptive events".

40103 and (40107)-types for "Electric Grid (Reliability) and Resilience Research, Development, and Demonstration" to "demonstrative and (innovative) approaches to transmission, storage, and distribution infrastructure that harden and enhance resilience and reliability".

Other types of opportunities are listed as cybersecurity, broadband and programs for states and political subdivisions

NYISO:

The quarterly Short-Term Assessment of Reliability (STAR) report was discussed on 13 January. The report assesses resource adequacy on the grid and transmission security of the bulk system. The report finds no Short-Term Reliability Needs through October 2026 but failed to account changes as the DEC’s “Peaker Rule” takes effect, which limits emissions from certain combustion turbines and the shuddering of others in 2023 and 2025. For transmission security, the report notes the impact of five large loads which degrade the system margin by 750 MW by summer 2026.

NYSEG:

Avangrid looks to spend \$2.5B on 45 project packages in NY over the next 6 years. Of those, only four are close to us...

Oneonta Area Phase 1 Reinforcement	X1	Phase 1	Rebuild and expand East Norwich substation; Rebuild and expand Jennison substation and bring line in and out; Rebuild and expand Colliers 115 kV; Build a new substation called New Morris substation and build line to Collier, Jennison, and Fraser substations	2028
	Y1	Phase1+	Reconductor 115 kV line, upgrade terminal equipment at multiple 115 kV substations. Install 115 kV Power Flow Control Device - Static Series Synchronous Compensator technology	2027
	Y2	Phase1+	Reconductor 115 kV lines, upgrade terminal equipment at multiple substations	2027
Oneonta Area Phase 2 Upgrades	Z1	Phase 2	Install up to 40 MW, 6-Hour Energy Storage	2027

<u>DIV</u>	<u>PROCESS</u>	<u>PERSONNEL</u>	<u>ACTIVITY</u>	<u>J</u>	<u>F</u>	<u>M</u>	<u>A</u>	<u>M</u>	<u>J</u>	<u>J</u>	<u>A</u>	<u>S</u>	<u>O</u>	<u>N</u>	<u>D</u>
BILLING	REPORT	CFO	Billing/Member Service Report to Board	1			1			1			1		
LINE	REPORT	OPS MGR	Line Department Report to Board	1			1			1			1		
BOARD	MEETING	Board/CEO	Organization & Staffing Committee Meeting	1				1			1				
FIN	AUDIT	CFO/CEO	Financial Audit (Jan-Mar)	1											
OPER	AUDIT	Ives	Year-End Inventory	1											
ENG	COMPLY	ENG MGR	Review & Update SPCC Plan on even years	1											
HR	COMPLY	CFO	Complete/Post OSHA 300A	1											
ROW	COMPLY	OPS MGR	Submit DEP/NYC annual pesticide permit application (secure by April)	1											
ROW	COMPLY	OPS MGR	DEC pesticide annual reporting – due 2/1	1											
SAFETY	COMPLY	OPS MGR	Hazardous Waste Disposal Annual Report (kept in-house)	1											
SAFETY	COMPLY	OPS MGR	Hazardous Waste Disposal Annual Document Log (kept in-house)	1											
MGMT	MEETING	Board/CEO	NYSRECA Meeting	1											
BILLING	PROCESS	BILLSPEC	Calculate Usage and Revenue for Dec 15-31 time frame	1											
BILLING	PROCESS	BILLSPEC	Year-End Process in Billing Follow Through	1											
BILLING	PROCESS	BILLSPEC	Member-owned DG usage/generation calculation/add to historical data	1											
BILLING	PROCESS	BILLSPEC	Member-owned DG end net metering for 10-year grandfathered members	1											
BOARD	PROCESS	Board/CEO	Consider GM contract renewal/update	1											
ENG	PROCESS	CEO/ENG MGR	NYPA IEDP DATA	1											
FIN	PROCESS	CFO	Financial year-End “soft close”	1											
MGMT	PROCESS	??	Legislative Youth Delegate kick-off (interviews/selection by late March)	1											
MGMT	PROCESS	CEO	Exempt Employee Salary Action	1											
MGMT	PROCESS	CEO/ENG MGR	Update PPAC “System Loss Factor” based on prior year analysis	1											
ROW	PROCESS	Ives	ROW Schedule Substation Herbicide Vegetation Contractor	1											
ENG	REPORT	ENG MGR	Stray Voltage Annual Report to Board	1											
MGMT	REPORT	Board/CEO	Year-End Accomplishments Review / Goals & Objectives Approval	1											
MGMT	REPORT	CEO	Employee Performance Reviews	1											
ROW	REPORT	OPS MGR	Tree Department Report to Board		1			1			1			1	
MGMT	COMPLY	Board/CEO	Strategic Plan Review		1			1				1			1
ENG	COMPLY	ENG MGR	Substation Infrared Inspections		1						1				
BOARD	ACTION	Board	Board appoints Nominating Committee (Directors identify members)		1										
BILLING	COMPLY	BILLASST	Billing complete for NYC permit fees		1										
ENG	COMPLY	CEO/ENG MGR	NYPA IEDP FILING		1										
HR	COMPLY	CFO	Submit OSHA 300A to Federated and OSHA		1										

ROW	COMPLY	OPS MGR/BILLASST	Provide annual notice of Herbicide Treatment in Newsletter		1														
SAFETY	COMPLY	OPS MGR	DEC Hazardous Waste Annual Report (>2,200 lbs.) due 3/1		1														
SAFETY	COMPLY	OPS MGR	Confirm pesticide labels are up to date		1														
BOARD	MEETING	Board/CEO	NRECA Annual Meeting		1														
BILLING	PROCESS	BILLSPEC/CFO	Member-owned DG checks to members based on prior year power costs		1														
FIN	PROCESS	CFO	Payroll submission to NRECA (W2 for 401k calc) – due mid Feb		1														
FIN	PROCESS	CFO/CEO	Preparation of Form 7 Report / Submit by 3/31 (RUS, CFC, NYPA, Co-Bank)		1														
FIN	PROCESS	CFO/CEO	Financial Audit (Jan-Mar)		1														
FIN	REPORT	CEO	Report of Insurance Levels/Coverages		1														
ENG	REPORT	CEO	Power Cost Risk Report to Board			1			1					1					1
ENG	REPORT	ENG MGR	Engineering Department Report to Board			1			1					1					1
FLEET	REPORT	OPS MGR	Fleet Department Report to Board			1			1					1					1
SAFETY	RESAP	SAFECOMM	Quarterly RESAP Audit & Safety Improvement Plan Review			1			1					1					1
BOARD	ACTION	Board	Board decision/approval of proposed bylaw changes (for Annual Meeting)			1													
ENG	COMPLY	ENG MGR	Phase Balance Study completed			1													
ENG	COMPLY	OPS MGR	Dept of Energy EIA Survey			1													
FIN	COMPLY	CFO/CEO	Financial (Form 7) Report / Submission by 3/31 (RUS, CFC, NYPA, Co-Bank)			1													
BOARD	MEETING	???	NYSRECA Legislative Conference (tbd)			1													
BOARD	MEETING	Board/CEO	Annual Meeting Kick-off Planning (incl consideration of Bylaw changes)			1													
BOARD	MEETING	Board/CEO	Legislative Youth Tour Interviews/Selection			1													
BOARD	MEETING	CEO	Nominating (Director Search) Committee Meeting			1													
ENG	PROCESS	OPS MGR	Update Truck Maps - printed			1													
ENG	PROCESS	OPS MGR/ENG MGR	Update System Dispatch Book for Dispatchers & Office			1													
FIN	PROCESS	CFO	Form 990 Report Prep (Feb-Mar)			1													
ROW	PROCESS	CEO/OPS MGR/FORESTER	ROW & Line-Inspection contracting Plan			1													
ENG	REPORT	OPS MGR/ENG MGR	NRECA Reliability Survey			1													
FIN	REPORT	CFO/CEO	Financial Audit - Report to Board			1													
BOARD	MEETING	Board/CEO/CFO	Finance Committee Meeting						1				1					1	
FIN	COMPLY	CFO	Submission of Audited Financials to RUS - due 4/30						1										
MGMT	COMPLY	CFO/OPS MGR	NYS ORPS Equalization & Assessment report (4/15)						1										
MGMT	COMPLY	OPS MGR	DEC Pesticide Business/Agency Registration (April/May, tri-annual, next in 2022)						1										
FIN	PROCESS	CEO/OPS MGR	Review Pole Attachment Rates						1										
MGMT	PROCESS	OPS MGR	Update Standard Costs						1										
MGMT	PROCESS	OPS MGR/ENG MGR	Line Extension Policy Rate Review						1										

SAFETY	PROCESS	Ives/OPS MGR	Schedule Bucket Truck Testing					1									
SAFETY	PROCESS	OPS MGR	Confined Spaces Gas Tester Calibration					1									
SAFETY	PROCESS	OPS MGR/Fisher	Shop Fence Walk-Thru and Repairs					1									
FIN	REPORT	CEO	Modified Form 7 to PSC					1									
BOARD	MEETING	CEO/CFO	NEAEC Annual Meeting						1								
BILLING	PROCESS	BILLSPEC	Capital credits member notification via bills – prior year						1								
FIN	PROCESS	BILLSPEC	Capital credits allocation - prior year						1								
MEM	PROCESS	CEO/BILLASST	Prelim communication of Annual Meeting (w/ bylaw changes if any)						1								
MGMT	PROCESS	CEO/OPS MGR	ROW & Line-Inspection contracting Bid						1								
SAFETY	PROCESS	CEO/OPS MGR	Confirm Spring Crew Visits are Complete						1								
FIN	REPORT	BOARD/CFO	Form 990 Report - Board Approval/Submission to IRS (due by 5/15)						1								
MGMT	PROCESS	CEO	Semi-annual review of Corporate Calendar							1							1
OPER	BUDGET	CEO/OPS MGR	Fuel Contract procurement Review (for next year)							1							
MEM	PROCESS	CEO	Plan Membership Survey - 3-year interval, next 2021							1							
MEM	PROCESS	CEO/OPS MGR	Confirm website prices and warranty information up to date (water heaters, etc.)							1							
MGMT	PROCESS	CEO	Renew Purchase of TCCs with NYISO/NYPA							1							
OPER	PROCESS	OPS MGR	Send Double-Wood Letters to Responsible Parties							1							
BOARD	COMPLY	CEO	Board Self-Evaluation Survey (odd years only, next 2023)								1						
FIN	COMPLY	CEO	Request updated vendor liability insurance certificates								1						
SAFETY	COMPLY	OPS MGR	Heating System Boiler Inspection (every 2 years, odd years)								1						
SAFETY	COMPLY	OPS MGR/Staking	Emergency Restoration Plan - Review/Exercise								1						
BOARD	MEETING	Board/CEO	NYSRECA Annual Meeting								1						
MGMT	MEETING	CFO	CFC Annual Forum								1						
FIN	PROCESS	BILLSPEC	Tax Exempt Form Review (even years only)								1						
MGMT	BUDGET	CEO/OPS MGR	ROW & Line-Inspection contracting Awards/ Contract Bid Report to Board for Budget									1					
OPER	COMPLY	CEO/OPS MGR	NYS ORPS Significant Inventory Report - due 8/15									1					
BOARD	MEETING	CEO	OEC Annual Meeting									1					
FIN	PROCESS	CFO	Union Contract Year-End – Payroll Increases									1					
HR	PROCESS	CEO	Vacation Roll-Over Request Forms									1					
ROW	PROCESS	Ives	ROW Oversight Substation Herbicide Vegetation Treatment									1					
BOARD	REPORT	Board/CEO	CEO Goals & Objectives Mid-Year Review									1					
MGMT	REPORT	CEO	Self-Eval to Board									1					
ENG	BUDGET	Board/MGMT	4-year RUS Work Plan Review										1				
FLEET	BUDGET	CEO/OPS MGR	Fleet Report to Board for Budget										1				

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