

August 21, 2022

2022-08-07 Pacifica Personnel Cmte. Open Session Draft Minutes:

- I. The meeting was called to order at 6:04pm ET. Present: Teresa Allen, Jim Dingeman, Vanessa Dixon-Briggs, Heather Gray, Julie Hewitt, James McFadden, Polina Vaseliev.
  - II. J. Dingemann nominated T. Allen to serve as Chair Pro Tem. T. Allen accepted for this meeting. Passed without objection.
  - III. The body formulated this agenda:
    - I. Call to order; Roll call
    - II. Appoint Chair Pro Tem
    - III. Approve Agenda
    - IV. Find individual/s or service/s to fulfill service that NETA currently provides (Open Session to end by 7pm; followed by Executive Session to Develop Process of Evaluation of ED)
    - V. Confirm date of next meeting.
    - VI. AdjournAgenda passed without objection.
  - IV. Fill Services of NETA:
    - A. J. Hewitt explained services provided by NETA: Consolidated accounting, CFO, HR, payroll, individual accounting services to some units, liaison to auditor
    - B. \*\*T. Allen will ask ED S. Wells to provide the NETA contract (\*\*J. Hewitt may have it or may be able to get this from Julia Kennard (detailed description of what they provide and the skillset needed for each person on that team).
    - C. \*\*Cmte. members are asked to look for companies offering all or some of the various services offered by NETA & report at the next meeting
    - D. Search Process: \*\*T. Allen will send the Cmte. a copy of a CFO Job Description that she has.
    - E. \*\*We will ask ED or NETA to provide an assessment of what personnel and business skills exist internally to provide some of the NETA services
    - F. We will ask NETA accountants, GMs, & Business Managers to provide after action assessment (grid assessment) that can be used to improve services
    - G. We will need a budget and plan of when to notify CFO candidates of the salary.
  - V. Next meeting 8-14-2022 4pm ET. \*\*T. Allen will post on KPFTx.
  - VI. The meeting adjourned at 7:00pm ET.
- submitted 2022-08-13; approved 2022-08-14

Respectfully,

Teresa Allen  
Chair

