

## 2023-06-05 PNB Personnel Cmte. Draft Minutes

### Draft Agenda:

- I. Call to order; roll call
- II. Select Chair and Secretary
- III. Create Agenda
- IV. Focus of the Cmte
- V. What resources do we have?
- VI. Timeline for Evaluation process
- VII. Set next mtg.
- VIII. Nominations for Permanent Chair and Secretary
- IX. Adjourn

I. The meeting was called to order at 7:15pm EST. Present: Teresa Allen, Jim Dingeman, Heather Gray, Donna Grimes, Julie Hewitt, Evelia Jones, Darlene Pagano, Jim Sagurton. William Foster will send a text to convene, Donna Grimes, requesting that he be removed from the Personnel Cmte.

II. Teresa Allen offered to be Secretary Pro Tem. Passed without objection.

Darlene Pagano offered to serve as Chair Pro Tem. Passed without objection.

III. Agenda: Teresa Allen requested that the Cmte create an agenda. No objection, but Cmte willing to develop agenda as we go. Darlene Pagano requested adding timeline for Evaluation Process. No objection.

IV. Focus: Highest priority is evaluation of ED. Would be nice if we created template for evaluation of GMs and other employees. We discussed stakeholders who will be evaluating, including nonmandated reporters (ex. NETA, vendors, PNB members, etc); some process issues.

V. Resources: Jim Dingemann sent materials from previous work on evaluation in 2022. Assignments for next meeting:

- A. Document Search: Policy & Procedure; Bylaws references to evaluations: James Sagurton
- B. Previous ED Evaluations: Evelia Jones
- C. ED Contract & Job Description- Teresa Allen

VI. This is a 6 week process. We expect ED Self-Evaluation within 3 weeks.

VII. Next mtg: June 19, 2023 8pm EST. We will review July 3 meeting currently scheduled on KPFTx.

VIII. Teresa Allen nominated Darlene Pagano as Chair. D. Pagano accepted. Nominations open until 6-19-2023. Chair will ask Nancy Sorden if she would like to serve as Secretary. Teresa Allen offers to serve as Secretary as needed. Nominations open until 6-19-2023.

IX. Teresa Allen moved to adjourn at 8:37PM EST. No objection.

Respectfully submitted,

Teresa J. Allen, Secretary Pro Tem

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