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. Adjourn

Agenda 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 22022-08-13; approved 2022-08-14

Respectfully,

Teresa Allen
Chair