



## Personnel Committee Minutes

March 25, 2015

Meeting was called to order at 6:34PM Valerie Green.

Committee members present at the meeting include, Linda Clemons, Gary Denué, Valerie Green, and Susan Justice. Also present, was Kathy Jackson, IHLS staff.

### **Roll Call**

Gary Denué motioned and Linda Clemmons seconded to accept the December 2014 minutes as written. Roll call. Motion carried.

**Unfinished Business-** None

### **New Business**

Reviewed and discussed the Executive Director's evaluation form and accompanying attachments. It was decided that in addition to the evaluation form, board members would receive a cover letter, this fiscal year's plan of service, the general budget, last year's recommendations and the Executive Director's self-evaluation to aid them in preparing a thorough and objective evaluation. A draft of the cover letter will be reviewed at the next meeting, April 2, 2015.

Gary Denué motioned and Linda Clemmons seconded that we accept the evaluation form as presented. Roll call. Motion carried.

**Announcements-** None

Gary Denué motioned and Susan Justice seconded that the meeting be adjourned. Roll call. Motion carried. Meeting adjourned at 6:57PM.