

Administrative Personnel Study Committee Meeting Minutes – Summary

Thursday, January 28th Meeting Minutes

Committee Members Attending: Mindy Glazier [Chair], Mara Powers, Heidi O’Brien, Miranda Graceffa, Shanna Anderson, Doug Moen, Maggie Heggerston, Cliff Skagen, Stacy Bender, Cinda Jensen – notetaker/minutes

Meeting opened at approximately 5:00 p.m. Reviewed and continued to update the Seat-Based Director Job Description that was crafted by the small group [Miranda, Heidi, Mara, Mindy, Shanna] with input from the entire committee.

Honest dialogue occurred, various opinions were shared and the committee collaboratively pulled together the job description. Mindy Glazier, Committee Chair, asked that the Committee meet once more on Monday, February 1 to finalize the job description, take a committee vote and prepare to share the Committee recommendation with the Board on February 8, 2020.

Meeting adjourned at approximately 7:30 p.m.

Monday, February 1st Meeting Minutes

Committee Members Attending: Mindy Glazier [Chair], Mara Powers, Heidi O’Brien, Miranda Graceffa, Shanna Anderson, Maggie Heggerston, Cliff Skagen, Stacy Bender, Cinda Jensen – notetaker/minutes; Doug Moen was absent

Meeting opened at approximately 5:00 p.m. Reviewed and reworded a few more sections of the Seat-Based Director Job Description. Took a Committee vote to approve the Seat-Based Job Description as was created by the Committee. Vote was unanimous 8 Yeses to 0 Nos.

We discussed that we will ask the Board to approve two Committee recommendations at the Regular Board Meeting on February 8, 2020. The first is to approve the Committee’s 8 to 2 vote recommendation to fill the Seat-Based Director role as vacated by the current incumbent. The second ask was for the Board to approve the Committee’s 8 to 0 vote recommendation to approve the Seat-Based Job Description created by the Committee with input from several individuals, including the Executive Director. The Committee asked our Chair, Mindy Glazier, to attend the meeting and represent the Administrative Personnel Study Committee.

Meeting adjourned at approximately 6:00 p.m.