



Personnel Committee Minutes
February 4, 2014

Meeting was called to order at 4:105 by Karen Bounds.

Committee members present at the meeting include Karen Bounds, Linda Mc Donnell, and James Fenton. Valerie Green connected via Adobe Connect at 4:15 and called in at 4:53. Also present was Kathy Jackson, IHLS staff.

James Fenton motioned and Linda Mc Donnell seconded to accept the minutes as written. Motion carried.

Unfinished business included a discussion regarding the Executive Director Employment Contract, corresponding job description and the evaluation form.

Discussion was held regarding, (1) the length of the contract, proposing two years with a one year renewal, and (2) the contract does not mirror the job description. The committee also reviewed comments sent from board members.

It was agreed that the job description will be sent to the attorney for suggestions on making the contract and job description match. Upon receipt the committee will have a special meeting to review the suggestions.

Linda McDonnell offered to get a sample evaluation form from 6 Mile to compare to our draft. The committee discussed the need to specifically add sections in the form for Share, Delivery and Talking Books.

Under new business, the Salary Schedule from RAILS was discussed for information only.

Valerie Green motioned, James Fenton seconded and motion carried. Meeting adjourned at 5:11 pm.