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1. Call to order and roll call (1 min.)
2. Approval of agenda (3 mins.)
3. Approval of minutes (5 mins.)
4. Reports from / on 4 Working Groups\* (10 mins. Each, 40 mins.)
5. New Business
6. Review Action Items (5 mins.)
7. Adjourn to Executive Session at 9:45 p.m.

\* Working groups / Action Items:

- 1) K. Davis- create standardized self evaluation for all levels of staff (L. Brazon, K. Davis)
- 2) M. Reid- collaborate with Governance Cmte. to recreate and possibly re-do the Foundation's organizational charts, in compliance with the Bylaws (M. Reid, N. Bediako)
- 3) L. Brazon- Look at process for determining merit raises and cost of living raises (T. Allen, W. Bethune, K. Davis, L. Brazon), including comparative analysis of union & non-union staff (W. Bethune, L. Brazon)
- 4) N Bediako- Create confidentiality agreement for non-LSB members on Search Cmtes., and may apply to other committees (K. Davis, N. Bediako)  
COMPLETED
- 5) M Reid- Review Bylaws regarding ADA compliance (M. Reid, N. Bediako)

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#### PNB Personnel Committee Purpose

The PNB Personnel Committee shall create and distribute the performance evaluation forms and facilitate the subsequent evaluation processes of the Foundation's Executive Director and Chief Financial Officer and make recommendations to the Board with regard to their job descriptions, employment contracts, compensation, retention and separation from employment. With the aim of increasing equity and uniformity among persons doing similar work throughout the Foundation, the Committee's responsibilities, subject to PNB approval, shall include, but are not limited to, the review of the General Manager and Interim General Manager hire processes as well as the PD and interim PD hire processes, the Pacifica Foundation Employment Manual, organizational charts, paid and unpaid staff issues and any policies and processes regarding other personnel matters.