

WJFF Board of Trustees Personnel Committee Minutes

April 21st, 2022 at 9:00am

(Online Zoom meeting)

Committee members present: Clay Smith, Sally Stuart, Judith Schwartzstein, Leif Johansen

Committee members absent: Jeff Barnes

Staff Present: Tim Bruno

Public in attendance: none

Minutes approved 12/12/2022

Quorum being present, meeting called to order at 9:04am by Clay Smith, Chair

Motion: (Stuart, Schwartzstein) to approve the April 7th, 2022 committee minutes

In Favor: Clay Smith, Sally Stuart, Judith Schwartzstein, Leif Johansen

Opposed: none

Abstain: none

Discussion on final edits to the general manager's performance evaluation and finalization of 2022 goals, and on where the final evaluation should be stored.

Discussion on final edits to general manager job description and modernizing language to reflect up-to-date property leasing/ownership information.

Motion: (Johansen, Schwartzstein) to approve the changes to the WJFF General Manager Job Description

In Favor: Clay Smith, Sally Stuart, Judith Schwartzstein, Leif Johansen

Opposed: none

Abstain: none

Motion: (Smith, Stuart) to approve the 2021 General Manager Performance Evaluation

In Favor: Clay Smith, Sally Stuart, Judith Schwartzstein, Leif Johansen

Opposed: none

Abstain: none

Committee recognizes and thanks Tim Bruno for his outstanding dedication to Radio Catskill and his effectiveness in achieving the 2021 performance evaluation goals.

Motion: (Stuart, Schwartzstein) to retain paper WJFF Radio Catskill personnel files, including payroll records, for three years, before shredding and discarding paper files thereafter.

In Favor: Clay Smith, Sally Stuart, Judith Schwartzstein, Leif Johansen

Opposed: none

Abstain: none

Discussion on working with the general manager to develop two current part-time positions into full-time positions and adding a potential fifth full-time position in the future.

Tim will develop initial descriptions/plans for potential new roles and examine where new staff may be needed the most.

Committee will meet again on 5/19/2022 at 9am.

Motion: (Smith, Stuart) to adjourn 9:48am

All in favor.