

WJFF Radio Catskill Personnel Committee Meeting Minutes  
October 21, 2019 6:30  
Village Hall Jeffersonville, 17 Center Street, Jeffersonville, NY 12748

Committee Members Present: Judith Schwartzstein, Sara Stuart  
By Phone: John Gordon, Kevin McDaniel, Duncan Cooper

Members of the public: none

A quorum being present, Sara Stuart called the meeting to order at 6:32pm

Motion: (Schwartzstein, Gordon) Minutes from 9/30/19 minutes approved.

In favor: Unanimous

Motion: (McDaniel, Gordon) to approve harassment policy incorporating NYS Standards for Sexual Harassment Policies and adding that complaints may be made to any member of the Personnel Committee.

In favor: Unanimous

Discussion of sample performance review and goal setting formats and the job description for the GM/DD.

New Business:

Discussion of Andrea's departure. We agreed to recommend an exit interview as a best practice.

Next meeting Nov. 1 at noon, location tbd.

Motion: (McDaniel, Schwartzstein) to adjourn at 7:30pm

In favor: Unanimous

Submitted by Sara Stuart, Chair and Duncan Cooper, Secretary