

1/22/20 — WJFF Board of Trustees Personnel Committee
(Online Zoom meeting)

Committee members present: Jeff Barnes, Kevin Cooke, Duncan Cooper, Judith Schwartzstein, Clay Smith, Sally Stuart
Staff members present: Tim Bruno

Quorum being present, call to order at 12:05pm

Motion: Approve minutes from 12/15/20 (Smith, Schwartzstein) All in favor.

Discussed and refined the committee's 2021 goals and work plan, as part of the broader WJFF 2021 Work Plan. Current version is below:

2021 Goals	R	Q1	Q2	Q3	Q4
1. Conduct 6 Month review and goals setting for remainder of 2021 with General Manager	Committee	End of March			
2. Advise and support General Manager on revising staff job descriptions and any other personnel policies and systems as needed	Committee		May-June job descriptions	On-going	On-going
3. Advise and support General Manager on hiring decisions and recommend salary to the Board	Committee		June-July		
4. Respond to and resolve any grievances that may come up	Committee	On-going	On-going	On-going	On-going

Tim updated the committee on his progress and plans.

Our next meeting will likely be in March to begin the 6-month review. The template created in 2019 for Dan's review will be used going forward.

Motion: To end the meeting at 12:50pm (Stuart, Cooper) All in favor.