



## Arizona Statewide Independent Living Council Personnel Committee Meeting Minutes (UNAPPROVED)

Tuesday, May 28, 2019 at 9:30 am  
Teleconference only

### **Committee Members Present:**

Laura Duval, Carla Shelton, Scott Lindbloom and Randy Russell

### **Staff Members Present:**

Sarah Kader and Tahneesha Smith

### **Public Present:**

None

Carla Shelton had to leave early. She inquired about the inclusion of the bonus policy in the AZSILC Personnel Manual. Her question was addressed prior to the opening of the meeting.

### **Welcome and Introductions:**

Laura Duval, Committee Chairperson, called the meeting to order at 9:55 am. Welcome and introductions were completed.

### **Public Comment (on agenda items only):**

Laura Duval called for public comment. No public comments were received.

### **AZSILC Draft Personnel Policy Changes:**

Laura Duval asked for questions or comments regarding the changes to the current Personnel Policy. There were none.

Randy Russell made a motion to approve the draft policy and move forward presenting it to the AZSILC Board of Directors.

Laura Duval seconded the motion to move forward presenting the draft Personnel Policy to the Board.

Laura Duval, Scott Lindbloom and Randy Russell were all in favor. None were in opposition. None abstentions. Motion was approved.

### **AZSILC Staff Evaluations Update:**

Sarah Kader provided an update on staff evaluations. Kader created a new form to help synchronize the evaluation process. All evaluations, as outlined in the draft policy, will be performed for each new employee six months after being hired. Additionally, all staff evaluations will be performed annually.



Laura Duval stated that she had received all executive staff's evaluations. The data from the evaluations will be compiled into one form to be presented to the AZSILC Board of Directors at the next meeting. An executive session can be implemented if needed during the meeting. Duval asked Tahneesha Smith to send the email addresses of all current AZSILC Board of Directors to her.

**Call to the Public Information:**

Laura Duval, Personnel Committee Chair, called for public comment. No public comments were received.

**Announcements:**

Sarah Kader provided comments on future meeting scheduling and proposed that they are synchronized moving forward.

Laura Duval recommended having a meeting each month and more if needed. Duval further suggested that meetings be held at least one week before the AZSILC Board of Directors meeting and setting a schedule would be feasible.

Randy Russell made a motion to adjourn the meeting.

**Adjournment:**

The meeting was adjourned at 10:11am by Laura Duval.