



Arizona Statewide Independent Living Council Personnel Committee Meeting Minutes

Wednesday, July 31, 2019 at 9:00 am
Teleconference and Videoconference

Committee Members Present:

Laura Duval, Carla Shelton, Scott Lindbloom and Randy Russell

Staff Members Present:

Sarah Kader, Melissa Ann Santora and Tahneesha Smith

Public Present:

None

Welcome and Introductions:

Laura Duval, Personnel Committee Chairperson, called the meeting to order at 9:10 am. Welcome and introductions were completed.

Public Comment (on agenda items only):

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

Personnel Committee Member Updates:

Laura Duval stated that AZSILC Staff Evaluations, Policy and Procedures were completed. They were submitted to the AZSILC Board for review and/or approval.

Laura Duval asked for Personnel Committee Members updates. Additionally, Duval asked for input from staff regarding items to be addressed at future meetings.

Melissa Ann Santora suggested that the committee define its goals or create a vision for the body. Santora also noted the need for succession planning as stated in the AZSILC Bylaws.

Sarah Kader shared numerous best practices and provided insight surrounding the purpose of personnel committees. Kader shared that the AZSILC Personnel Committee had worked hard over the last quarter to achieve several goals as required. Kader also provided examples of personnel committee practices such as professional development, equal employment opportunity, record keeping, succession planning, policy and procedures, etc. Sarah Kader emphasized the importance of a succession plan.

In addition to updating AZSILC's Policies and Procedures, Laura Duval explained the Personnel Committee's primary goals are to perform and complete staff evaluations. Duval encouraged committee members to be proactive and communicative with the AZSILC staff members throughout the year.



Scott Lindbloom agreed with Laura Duval's previous comments. Lindbloom asked about the frequency of evaluations and its inclusion in the policy.

Laura Duval explained that evaluations are to be performed annually; however, more evaluations can be performed as needed. Evaluations can be requested directly by staff members. Generally, evaluations will be performed in April – May of each year.

Sarah Kader offered to conduct research and draft a succession plan to present to the Personnel Committee.

Laura Duval agreed with having a succession plan.

Melissa Ann Santora reiterated the need for committee goals and meeting guidelines.

Laura Duval stated quarterly meetings prior to the scheduled AZSILC Board meeting would be sufficient. Additional committee meetings can be scheduled as needed for items that require immediate attention.

Sarah Kader inquired about the need for committee meetings prior to the AZSILC Board with no agenda items.

Laura Duval explained that Personnel Committee meetings are not needed if there are no pending actions. In that case, the AZSILC Board can be informed that the Personnel Committee did not meet due to lack of matters to discuss.

Sarah Kader shared her concerns regarding scheduling additional meetings other than what are required, given people's schedules fill up and finding the time to meet can be difficult.

Melissa Ann Santora recommended that Personnel Committee members utilize brainstorming exercises to prioritize goals and create a strategic plan.

Laura Duval agreed with Santora. She explained that having a bigger plan for the Personnel Committee will help maximize the impact it can provide to AZSILC over the next 3- 5 years.

Melissa Ann Santora offered to assist Sarah Kader with a strategic plan. Santora further explained the Personnel Committee has an opportunity to set a precedent for other committees.

There was further discussion on how to proceed with Personnel Committee meetings and goal setting.



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Laura Duval explained that having regular quarterly meetings to accomplish goals will help build relationships within the Personnel Committee and the AZSILC staff.

Scott Lindbloom was in agreement with Duval's comments.

Carla Shelton joined the meeting.

Carla Shelton agreed with the Personnel Committee meeting quarterly to help remain connected with the AZSILC staff.

Laura Duval explained that the AZSILC Board is to oversee all operations of AZSILC and has direct supervision of the AZSILC Executive Staff. The Executive Staff has direct supervision of the subordinates. Meetings held regularly will help maintain open communication with them.

Carla Shelton offered assistance with developing goals for the Personnel Committee.

Laura Duval accepted Carla Shelton's assistance if needed. Sarah Kader, Laura Duval and Melissa Ann Santora will meet to generate ideas.

Scott Lindbloom inquired about the creation and updating of the current AZSILC Bylaws.

Melissa Ann Santora shared that the bylaws were revised in September of 2018. The bylaws are updated by the AZSILC Board.

Call to the Public Information:

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

Adjournment:

Scott Lindbloom made a motion to adjourn. Randy Russell seconded the motion.

The meeting was adjourned at 9:39 am by Laura Duval.

Submitted by: Tahneesha Smith

Date: 8/2/19