



## Arizona Statewide Independent Living Council Personnel Committee Meeting Minutes

**Tuesday, April 13, 2020 at 2:30pm**  
Teleconference and Videoconference

### **Committee Members Present:**

Laura Duval, Scott Lindbloom and Randy Russell

### **Staff Members Present:**

Sarah Kader and Melissa Ann Santora

### **Public Present:**

None

### **Welcome and Introductions:**

Laura Duval, Personnel Committee Chairperson, called the meeting to order at 2:44pm. 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 it was time to begin the process for AZSILC Staff Evaluations. Laura Duval stated that she is working on updating the evaluation forms, because last year some Board members were not able to answer all of the questions. She hopes to update the forms so that they are more useful this year. Laura Duval informed the committee she should be able to update the forms within the next couple of days and will email them to the Committee and staff.

Laura Duval stated she would like to have the Personnel Committee meet again soon to review the forms, and then send them to the Board for approval and use. She would like this process to be completed by beginning to mid-June 2020.

Laura Duval also stated she wishes the Board, Council and Staff to feel more connected, able to address issues when staff need help, and give appropriate feedback when things are going well.

Melissa Ann Santora and Sara Kader offered to help Laura Duval with the forms.

Sarah Kader said she would assist in scheduling the next Personnel and Board meetings, which will occur back to back the last week of April.



## Arizona Statewide Independent Living Council Personnel Committee Meeting

Unapproved Meeting Minutes for Wednesday, July 31, 2019 at 9:00 am

Laura Duval then brought up the need to discuss succession planning, as Melissa Ann Santora will not be with AZSILC forever.

Melissa Ann Santora indicated her intention is to leave AZSILC by January 2, 2021 to start full time at Diverse Ability Incorporated. Melissa Ann Santora recommended that Sara Ann Joehnk take over the programming aspect of Melissa's job. And indicated that Sara Ann wishes to stay at AZSILC for a very long time.

Laura Duval and Scott Linbloom expressed support of consideration of Sara Ann for that role.

Melissa Ann Santora explained the idea of Sara Ann becoming Director of Statewide Initiatives and transitioning the Director of Operations Role to a CEO role. Sarah Kader explained that this structure would maintain the clear lanes of CEO being in charge of the administration of AZSILC and the Director of Statewide Initiatives role being in charge of initiatives, but set AZSILC up for success long term, regardless of who specifically was in these roles. Melissa and Sarah explained it is up to the Board to decide how to move forward.

The Committee discussed and decided to meet again soon to discuss evaluations and will meet again after that to discuss succession planning.

### **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 3:58 pm by Laura Duval.

Submitted by: Sarah Kader

Date: 4/15/20