



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

Thursday, April 11, 2019 at 10:00 a.m.  
Virtual Meeting

All AZSILC Personnel Committee members and staff participated via Zoom.

### **Committee Members Present:**

Laura Duval, Scott Lindbloom, Randy Russell

### **Staff Members Present:**

Melissa Ann Santora, Sarah Kader, and Tahneesha Smith

### **Public Present:**

None

### **Welcome and Introductions:**

Laura Duval, senior ranking officer, called the meeting to order at 10:04 am. Welcome and introductions were completed.

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

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

### **Election of Personnel Committee Chair:**

Scott Lindbloom made a motion to elect Laura Duval as Personnel Committee Chair and Randy Russell as Vice Chair.

There was discussion regarding mandated committee positions.

Melissa Ann Santora explained that the AZSILC Bylaws state that only a Personnel Committee Chair is required.

Randy Russell second the motion. Laura Duval, Scott Lindbloom and Randy Russell were all in favor. Zero opposed and zero abstained. The motion was approved.

### **Interim Positions' Policies and Procedures:**

This agenda item was brought forward from the December 2018 AZSILC Meeting concerning compensation policies for interim staff positions.

Laura Duval stated that she would draft a one-page policy outlining compensation for interim positions. Duval will email the draft to committee members the week of April 15, 2019.



**Evaluation Processes for Executive Level Staff:**

Sarah Kader provided a brief overview of the drafted Personnel Committee Evaluation Procedure. Kader explained that the new procedure was created with the goal of AZSILC Staff members having a positive and helpful evaluation experience.

Laura Duval shared that she liked the simplicity of the new form. She inquired if this form would integrate with or replace the old form.

Melissa Ann Santora stated that the new evaluation form would replace the old one.

Sarah Kader expounded on the evaluation form's numerical scoring criteria. Kader stated that she extracted information directly from the AZSILC Personnel Policies and Procedures.

Scott Lindbloom recalled his past experiences involving the staff evaluation process as an AZSILC member.

Melissa Ann Santora explained that the AZSILC Board will have a better understanding and knowledge of the overall organization's operations with the recently expanded roles of the AZSILC Board and Council.

Laura Duval further clarified that the AZSILC Board oversees the organization's operations and the Council oversees the State Plan of Independent Living (SPIL).

Sarah Kader explained the individual steps of AZSILC Staff and Personnel Committee in completing the evaluation form.

Scott Lindbloom asked about the process of evaluating subordinate AZSILC Staff members.

Sarah Kader stated that the Personnel Committee will evaluate AZSILC Executive Staff only. The Executive Staff will evaluate subordinate staff members using the same form.

Melissa Ann Santora shared her past experience with completing evaluation forms. She affirmed the importance of using a standardize form.

Laura Duval reemphasized how much she liked the evaluation form and suggested that the achievements section should read, "Please describe the achievements of the employee for this evaluation period corresponding with the goals and objectives of AZSILC and/or the SPIL." Noting that the SPIL should be included in the verbiage.

Sarah Kader also suggested that the evaluation form should include a comment section under the numerical scoring section.



Melissa Ann Santora offered to update the evaluation in real time during the current meeting. Laura Duval, Scott Lindbloom and Randy Russell agreed.

Melissa Ann Santora recommended that the form include verbiage requiring the Personnel Committee to consult the budget prior to deciding on any salary increases of AZSILC Staff to ensure the funds are available. This would allow the Personnel Committee to make an educated decision based on correct amounts.

There was a brief discussion regarding evaluations and potential salary increases.

Sarah Kader suggested that the second paragraph of the evaluation form should read, "The Personnel Committee will consult the budget prior to determining the amount of increase recommended to the Board."

Melissa Ann Santora completed the aforementioned updates to the evaluation form and emailed the document to the Personnel Committee members.

There was a short pause while members reviewed the updated document.

Scott Lindbloom made a motion to approve the Executive Level Staff Evaluation Process. Randy Russell seconded the motion. Laura Duval, Scott Lindbloom and Randy Russell were all in favor. Zero opposed and zero abstained. The motion was approved.

**Call to the Public Information:**

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

Laura Duval asked that the topic of policies for AZSILC Staff fiscal year bonuses be included on the next Personnel Committee Meeting agenda.

Scott Lindbloom inquired about the next meeting. Lindbloom requested it be after April 29<sup>th</sup>.

Laura Duval suggested that committee meetings be held once a month. The committee members agreed. Duval asked that Tahneesa Smith send a Doodle poll to coordinate a mutually convenience time in May.

Laura Duval asked for any additional comments before closing the meeting.

Duval asked that the evaluations be sent to her for review with high priority.

Melissa Ann Santora stated the AZSILC Executive Staff evaluation forms will be completed confidentially via an online form in Wufoo and sent to Laura Duval.



**Arizona Statewide Independent Living Council Personnel Committee Meeting**  
Unapproved Meeting Minutes for Thursday, April 11, 2019 at 10:00am

**Adjournment:**

The meeting was adjourned at 11:00 am.