

2013-09-09 PNB Personnel Cmte. Minutes (Open Session)
Draft Agenda

I. Call to order

II. Approve agenda

III. Approve minutes: 2013-08-12

IV. ED Search: Phase II

A. Google Docs Update (J Lane-Ewart)

B. Video conference interviews (T Rosenberg): We will do a video conference test tonight

V. Old Business

A. Motion: ED Salary Range (J Cromshow)

B. Employee Handbook (T Rosenberg)

C. General Counsel Search (T Rosenberg)

VI. New business: Motion: PNB in-person meeting- Houston, TX Oct 25-28, 2013 (J Cromshow)

VII. Next scheduled meeting: 10-14-2013

VIII. Action items

IX. Adjourn

2013-09-09 PNB Personnel Cmte. Minutes (Open Session)

I. Meeting was called to order at 8:42pm EST.

Present: Teresa Allen, Janet Coleman, John Cromshow, Tracy Rosenberg

II. Agenda was approved without objection.

III. 2013-08-12 Minutes approved without objection.

IV. ED Search: Phase II

A. Google Docs Update (J Lane-Ewart): J Lane-Ewart and J Cromshow have received questions (only from J Cromshow and T Rosenberg) through Google Docs; if committee members have problems, Chair says send questions to him and cc J Lane-Ewart and "we will develop them." T Allen and J Coleman wanted to communally develop the questions; Chair expects that he and J Lane-Ewart will assemble questions and send out to the Cmte. Cmte will discuss more questions in executive session this evening.

B. Video conference interviews (T Rosenberg): Explains that interviews will save video copies which will be available to the PNB. We will do a video conference test tonight (not official board business) after we adjourn the open session meeting; then 3 consecutive weeks of interviews.

V. Old Business

A. Motion: ED Salary Range (J Cromshow) Because former ED's salary of \$95K is matter of public record, we can provide it to the candidates if we do not get the salary range motion approved by the PNB. The PNB may need to discuss the ED Salary range in executive session sometime in the future.

B. Employee Handbook (T Rosenberg) Has made changes Employee Handbook by this Cmte. and sent to the Foundation's National Office with a request to send to HR (and perhaps corporate counsel) for review.

C. General Counsel Search: T Rosenberg believes that we must send out another RFP for corporate counsel; will do more research as soon as possible, bring back to the Cmte., update and post.

VI. New business: T Allen moved that the Personnel Cmte. amend John Cromshow's previous motion, to read, "The Personnel Cmte. recommends to the PNB that the PNB in-person meeting be held in Houston, TX from Nov. 8 through 11, 2013." Passed without objection.

VII. Next Open Session scheduled meeting: 10-14-2013 (executive session for interviews 9-16, 9-23, 9-30)

VIII. Action items: 1) T Allen will forward the Resolution regarding the PNB face-to-face meeting on Nov. 8-11, 2013 to the PNB Secretary. 2) Personnel Cmte. will attempt to make sure that the PNB approves salary range in executive session. 3) Any questions discussed in executive session (15 minutes) will be forwarded to J Lane-Ewart and J Cromshow to be developed with items formed through Google Docs..

IX. Meeting adjourned 9:55pm EST.

Respectfully submitted,

Teresa J. Allen

Secretary

11-18-2013; approved 2013-12-16