



**Planning and Operations Committee  
Special Meeting Minutes  
Tuesday, June 12, 2018**

**Planning and Operations Committee members in attendance via phone:** Sara Bath, Ben Bruns, Mark Cooper, Rob Denson, Cheryl Freauff, Paul Smith, Pat Wells

**Additional Guests via phone:** Jeff Chamberlin, Jodi Tate

**Minutes by:** Cheryl Freauff

Meeting was called to Order at 7:32 a.m.

June 12, 2018 Special Meeting Agenda

**Motion** by Rob Denson to approve special meeting agenda. **Second** by Mark Cooper. **Motion Carried.**

Revising Executive Director Job Description

Paul Smith shared salary options that have been approved by the Finance committee and the primary duties of the role with estimated timing based upon discussion with Angie Arthur. Finance has indicated that \$50,000 is the maximum salary amount we can afford, with another \$10,000 set aside for benefits.

Discussion on the salary break down based on full,  $\frac{3}{4}$  and  $\frac{1}{2}$  time hours. It was noted that 1 month each quarter requires more hours due to support for Foundation and Board meetings.

The core partner group has already assumed the responsibility of doing the agenda and minutes for their meetings; there is no expectation that this will change moving forward. This allows for a 5 hour per month reduction in the "core" category, bringing the rest of the duties to under the  $\frac{3}{4}$  time threshold. The "other" category could also be reduced if necessary to meet  $\frac{1}{2}$  time hrs. Such a reduction would primarily mean this individual would not be expected to be as active with community outreach activities.

Rob Denison asked if the role could be filled with an Independent contractor without benefits. This would allow more saving or flexibility in salary. This model is also attractive because the future of the role is unknown due to the restructuring of Regions in the next 24 months. Ben Bruns also expressed reservation about hiring an employee in such circumstances, as it creates a very unstable and uncertain future for them.

Available talent could alter the final decision since its unknown what the needs and desires of the candidate maybe. If the candidate options lean more toward strictly administrative support, the position could be reduced to a  $\frac{1}{2}$  time role.

Jeff suggested taking the cost of a phone and other expenses such as mileage into considered as well. By hiring an independent contractor for the role, the Board would likely not have to provide benefits. The funds that Finance has currently earmarked for that could then be reallocated for these expenses.

**Motion** by Rob Denson to recommend moving forward with the Executive Director role as a  $\frac{3}{4}$  time position with a \$50,000 annual salary, seeking an independent contractor to fill the position. **Second** by Mark Cooper. **Motion Carried.**

Wrap Up and Adjourn

Meeting adjourned at 7:53 a.m.