

**FLIBS Personnel Committee**

Feb. 24, 2016

6:30 – 7:30

Proposed next meeting June 16, 5:30 – 7:00

**Members in Attendance**

	Denise Miller	FLIBS Past President	2010-2012
	Kelly George	FLIBS Past President	2012-2013
	Jan Patterson	FLIBS Past President	2014-2015
Chair	Darrick Buettner	FLIBS President	2015-2016
	Nicole Deuter	FLIBS President-Elect	2016-2017

**PURPOSE** – To make recommendations to the Executive Board in regards to the following:

1. The Executive Director’s job performance and evaluation
2. Pay raises for the Executive Director
3. [When necessary] How to hire a new Executive Director (The committee can also become the interview committee should the Executive Board wish).
4. After consultation with the Executive Director, the direction the Executive Director should pursue with staffing (number of employees), staff pay, and staff promotion.

**RECOMMENDATIONS to the Executive Board for its Feb. 2016 meeting**

1. To get feedback on the Executive Director’s job performance via survey
  - a. Have the chair of the personnel committee create a survey on Survey Monkey (intent—to avoid putting the ED in a compromising position of seeing survey results before the committee / executive board does)
  - b. Use the same questions as used in 2015
  - c. Send survey to all staff – all staff are eligible to complete the survey
  - d. Send survey to all executive board members who have attended at least two board meetings in 2015-2016 (intent—to make sure those completing the survey have actually witnessed the ED in action)
  - e. Share draft versions of survey with ED and Personnel Committee to create final version
  - f. Send final draft of survey out April 1 to above mentioned with due date April 30
2. To discuss how to evaluate our lobbyist, John Cerra
3. To direct the Executive Director to create a 2016-2017 budget that would include up to a 5% raise for staff