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\*\*\* MEETING MINUTES \*\*\*

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*Minutes of the September 14, 2023, Personnel Committee Meeting*

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| Trustee              | Meeting   |
|----------------------|-----------|
| Linda Grayson, Chair | In-person |
| Andi Blaylock        | In-person |
| Cassandra Pinkston   | In-person |

Others Attending:  
Matthew S. McBride, General Counsel  
Cassandra Kaufman, Executive Director

**Call to Order**

The meeting was called to order at 5:30 p.m. by Chair Linda Grayson.

**Executive Director Performance Review**

Chair Linda Grayson requested General Counsel Matt McBride to attend the first portion of the meeting so he could discuss the plan for the Executive Director's performance review. He briefed the committee on why the performance review had been delayed and was not conducted at the conclusion of the Executive Director's first year (June – July 2022). He explained that conducting the process at this time would place it back on track for completion annually. The plan would be to vote to go into a closed session at the September 21, 2023 Board meeting and brief the Trustees on the process. Matt McBride would then email the performance evaluation form to each Trustee with the deadline to return the completed form. The form would be sent as a Word document and could be completed manually or electronically and in both instances, be returned to him via email. Executive Director Cassandra Kaufman would also complete a self-evaluation to be returned to Matt McBride that would be shared with the Trustees as they completed their forms.

Matt McBride shared a hard copy of the form with the committee for their review. The committee discussed the form and made a change to the rating scale. Matt McBride's office would compile the results of the reviews. A meeting would then be scheduled with Cassandra Kaufman, Board Chair Terrell Carter, Linda Grayson, and Matt McBride to conduct the performance review.

**Approve Minutes of February 9, 2023 meeting**

Chair Linda Grayson moved and Andi Blaylock seconded the motion to approve the minutes of the February 9, 2023 Personnel Committee meeting. The motion passed unanimously.

### **Review and Approve Revisions to Job Descriptions**

Revisions to five program staff job descriptions were discussed as a result of the change of position for the Grants Administrator to Children's Services Project Director, effective September 1, 2023, and the elimination of the Grants Administrator role at this time. The recommended changes added two responsibilities related to contracting and continuous quality improvement previously part of the Grant Administrator's responsibilities. The recommended changes were approved.

### **Review and Approve Updated Organizational Chart**

Due to the position change of the Grants Administrator (previously reported to the Executive Director) to become the Children's Services Project Director, a change in reporting was also needed. The Children's Services Project Director would now report to the Deputy Director as a member of the program team. Trustees discussed their concerns about the number of direct reports for all three supervising managers, but especially the Deputy Director. The recommended change to MHB's Organizational Chart was approved by the committee.

### **Update on FY24 Individual Staff Workplans**

Cassandra Kaufman updated the committee that all staff had completed workplans for FY24 with goals tied to the current strategic plan. She shared a copy of her work plan so that committee members had an example. Staff workplan goals will be shared in the aggregate as part of the strategic plan update planned for the October 19 Board meeting.

### **Update of FY24 Performance Evaluation Process**

Cassandra Kaufman discussed the MHB Leadership Team's approach to coaching and mentoring staff, as well as identifying opportunities for professional development based upon individual employees' growth and performance. In FY24, quarterly performance-focused conversations would be held with staff, rather than a single year-end performance review conversation. This quarterly conversation would replace either a weekly or semi-monthly supervision meeting once a quarter. Documentation of the performance discussion for the prior quarter would be captured using a form and placed in the employees' personnel files. This approach was an attempt by the MHB Leadership Team, to decouple the performance review process and timing, from merit increases.

### **Adjournment**

There being no further business before the committee, Chair Linda Grayson moved to adjourn the meeting. The motion was seconded by Cassandra Pinkston and the meeting adjourned at 6:44 PM.