

Meeting Minutes

Date: April 30, 2025

Subject: Compensation Policy Discussion

Meeting Adjourned: 7:31 PM

Discussion Points:

1. Review of Compensation Policy

- Patty expressed appreciation that the policy aligns with IRS expectations and recommended the addition of performance measures.
- Michael introduced the idea of conducting a salary study to ensure market competitiveness.
- Susan supported the proposal, suggesting the agency obtain three competitive bids from outside firms to conduct the study.
- Michael inquired about the budget available for the salary study.
- Patty agreed with the importance of using an external firm while emphasizing cost-conscious decision-making.

2. CEO Contract Considerations

- The group reached consensus on key performance measures to include in the CEO's contract:
 - Employee turnover rates
 - Community feedback
 - Salary study to be conducted every 3–5 years, accounting for the three-year board member terms
 - Performance evaluations from personal, board, and C-Suite levels
 - Comprehensive job description

3. Compliance with Bylaws

- Nick emphasized that, per Bylaws Section 9.8, the agency must maintain a compensation package for every employee in accordance with policy requirements.

4. Community Needs Assessment

- Patty noted the additional need for a community needs assessment to inform strategic planning and organizational priorities.

Josh: Motion to end meeting

Susan and Patty: Seconded