

July 2021 Co-Chair Meeting

Minutes

July 7th, 2021

10:30– 11:15 AM EDT



1. Opening

Mr. Paul Tobin opened the meeting. No member presented an issue with being recorded. The meeting was called to order at 10:30 AM.

Members Present: Mr. Paul Tobin and Mr. Enrique Escallon

Staff Present: Ms. Whitney Doyle

Members of the Public: None

2. Approval of Agenda

No members of the public commented. There were no modifications to the agenda. Mr. Paul Tobin made a motion to accept the agenda. The agenda was accepted as presented with no objection.

3. Executive Director Review

Ms. Doyle explains that the Executive Committee met in June 2021 and discussed the Executive Director evaluation. The recommended process is to follow what is stated in the bylaws and use the Performance Evaluation that Ms. Doyle uses to evaluate staff. Ms. Doyle feels that staff should evaluate her as well. The Executive Committee agrees that the Executive Director's evaluation should be evidence-based and not subjective. It was discussed that staff would give their feedback on the Executive Director.

Some of the questions should include “what are your goals? Have they been achieved? Strengths and weaknesses?” Ms. Doyle states that she has the 100-day plan, strategic plan, and action plan that offers measurable data that she can be evaluated on. Mr. Tobin feels that they should use the same format as they used for Mr. Eric Reed. Mr. Tobin discussed how to collect feedback from staff. They will use Survey Monkey.

4. Closing

Next meeting-As Needed. No Public Comment was made. The meeting was adjourned at 11:15 AM.