

DRAFT

Executive Committee Meeting Minutes

February 13, 2014

Committee Members:

Present: Lex Smith, Claire Walker, Mark Barry, Kathy Johnson

Absent: none

Quorum Present? Yes

Others Present:

PHWB Staff – Jerome Salatino, Dianne Weiss

Proceedings:

Meeting called to order at 9.33 a.m. by Lex Smith.

Lex Smith called the meeting to order at 9.33 a.m.

Action Item 1 – Review and approve minutes of November 14, 2013 meeting

Lex asked the Committee members to review the minutes from the previous meeting for any corrections or comments. With no corrections or comments, a motion was made to accept the minutes of the meeting.

MOTION made by Mark Barry and seconded by Claire Walker to approve the minutes. Motion carried.

Action Item 2 – RFP for Audit Services

Dianne reviewed an RFP to be released for Audit Services.

MOTION made by Claire Walker and seconded by Mark Barry to approve the release of an RFP for Audit Services. Motion carried.

Action Item 3 – Targeted Occupation List Amendments

Jerome reviewed two proposed amendments to the Targeted Occupation List.

MOTION made by Mark Barry and seconded by Kathy Johnson to approve the Broader List Amendment to the Targeted Occupation List. Motion carried.



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Action Item 4 – Performance Evaluation Materials

Lex reviewed the materials to be used in Jerome’s performance evaluation. The Committee agreed to the release of the survey questions along with some information on Jerome’s goals and objectives as well as the mission of the organization.

MOTION made by Kathy Johnson and seconded by Mark Barry to approve the Performance Evaluation Materials. Motion carried.

Discussion Item 1 – Executive Committee Membership

The Committee reviewed the current make-up of the Executive Committee to identify vacancies to be filled.

Informational Item – Financial Summary Report, YTD December 31, 2013

Dianne reviewed the Financial Summary Report as of December 31, 2013.

With no further business to discuss and no public comments, the meeting adjourned.

