

**Executive Committee
Meeting Minutes
January 8, 2020**

Board committee members present: Rahul Gupta, Kristin Taulbee, Marsha Wagstaff, Jenni Frazer, Rachel Sams
MHRS 'staff present: Colleen Chamberlain, Kelley Brown

Committee members reviewed the meeting minutes from October 17, 2019. No changes were made.

Several evaluation tools were reviewed in preparation for creating a tool for the MHRB executive director's evaluation. Committee members agreed on a 7-question evaluation tool. (See attached) Kelley will type up the evaluation tool based on the results of the discussion and disseminate via email for feedback.

To approve the 7-question evaluation tool as discussed.

Motion: Wagstaff Second: Taulbee Motion carried.

Evaluation Process:

- The executive director will complete the 7-question evaluation tool by March 11, 2020 and give to the Executive Committee members.
- Executive Committee members and any other interested board members will meet on March 31st at 5 p.m. to discuss Colleen's self-evaluation and to discuss the committee's appraisal of Colleen's performance. Results of the meeting discussion will be captured in a single evaluation tool and given to Kelley to type up. During this same meeting, committee members will decide how the results of the evaluation will be conveyed to Colleen.
- Executive Committee members will review the results of the evaluation with the full board of directors during Executive Session on April 8, 2020. Any changes in Colleen's salary for FY21 will be discussed during this same Executive Session.
- Colleen will be given the results of her evaluation following the April 8, 2020 board meeting. Committee members did not make a decision on who will share the results.

Committee members also discussed the suggested updates to the MHRS Strategic Plan. (See attached) Committee members concluded that the board of directors' strategic plan should consist of the board identified strategic goal and the board identified objectives. Any action items should be in a separate internal staff document created by the executive director to give guidance to the MHRB staff on how best to achieve each objective. (Reference Board Policy C-2 Delegation and Accountability of the Executive Director.) They will make this recommendation to the full board in February.

To adjourn the Executive Committee meeting.

Motion: Frazer Second: Wagstaff Motion carried.