



**Enduris
Special Board of Directors
Meeting Minutes**

December 8, 2021

To meet both the Open Public Meetings Act and COVID-19 social distancing requirement announced by Governor Inslee in Proclamation No. 20-28, the Board meeting was changed to an online video/telephone conference meeting via Microsoft Teams. A link and access code were provided to those requesting to join the meeting.

Call to Order: Mr. Matt Schanz called the meeting to order at 12:09 p.m.

ROLL CALL

Board Members Present: Matt Schanz, Chair; BiJay Adams, Vice-Chair; Vicki Carter Secretary/Treasurer; Noel Hardin, Board Member; Donna Watts, Board Member; and Sheryl Brandt, Executive Director.

Others Present: Shawna Masterton, Executive Assistant

Mr. Schanz started the meeting with introductions.

ADOPT AGENDA

ADAMS/CARTER moved to adopt the agenda as presented. Motion carried.

EXECUTIVE SESSION

The Board entered into Executive Session at 12:13: p.m. for 19 minutes to review the Executive Director's Evaluation. The meeting reconvened in Open Session at 12: 32 p.m. Once back in open session, Mr. Schanz indicated that the board members needed more time for discussion and recommended an additional 10 minutes to continue the discussion. The meeting reconvened in Open Session at 12:42pm.

DISCUSSION/ACTION ITEMS

Executive Director Evaluation

Board Policy B/EDR-5 states that the Board considers Executive Director performance on the *Goal* and *Operational Expectations* to be identical to organizational performance. Organizational accomplishment of the Board's *Goal* policy and operation according to the values expressed in the Board's *Operational Expectations* policies will be considered successful Executive Director performance. In addition, the Board will evaluate the Executive Director on core competencies and performance based on individual goals.

Matt Schanz distributed the Executive Director Evaluation form for PY 2021 to the Board prior to the Special meeting. He also provided the summarized results of the Enduris staff survey recently completed. There was discussion in Executive Session and the Executive Director evaluation was finalized and approved.

Recommended Motion:

CARTER/HARDIN to accept the results from the Executive Director Evaluation and authorize an adjustment in compensation as determined during Executive Session.

Mr. Schanz stated that Ms. Brandt has done an excellent job at leading the organization in a time of new staff development and great leadership of the organization that was duly compounded during the impact of the COVID-19 pandemic.

The board recommended that the Executive Director evaluation process should be evaluated and modified. There will be further discussion on the entire evaluation process to seek improvement on the overall processes and work toward developing new evaluation and compensation tools. Ms. Carter suggested adding a special workshop at the February 2022 board meeting to discuss how best to modify the overall process.

Ms. Carter discussed Ms. Brandt's goals for PY 2022 and would like to see the outcome of each goal that were presented to board members. Ms. Brandt acknowledged the feedback and advised that she will provide the board with more explanation and give relevant background on how the goals connect to the OE's and her job description.

ADJOURNMENT

Mr. Schanz adjourned the Board meeting at 12: 58 p.m.

CARTER/HARDIN moved to adjourn the meeting. Motion carried.



Matt Schanz, Chair

The Enduris Board meeting minutes are intended to be a reasonable summary of the Board's deliberations and action. The minutes are not a verbatim record of everything said at the meeting. The minutes include all actions taken by the Board.