



**Enduris
Special Board of Directors
Meeting Minutes**

December 16, 2022

*To meet both the Open Public Meetings Act and COVID-19 requirements announced by Governor Inslee in **Proclamation No. 20-05**, the Board meeting was changed to a hybrid of in person and virtual video/telephone conference meeting. A link and access code were provided to those requesting to join the meeting.*

This meeting is being held VIA Zoom – all meeting participants will be on via zoom.

Call to Order: Mr. Matt Schanz called the meeting to order at 10:00 a.m.

ROLL CALL

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

Others Present: Shawna Masterton, Executive Assistant

Legal Counsel, Heather Yakely was not in attendance, however, she is available by phone if counsel is needed.

Mr. Schanz started the meeting with introductions.

ADOPT AGENDA

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

EXECUTIVE SESSION

*The Board entered into Executive Session at **10:04 a.m.** for **26 minutes** to review the Executive Director's Evaluation. The meeting reconvened in Open Session at **10:30a.m.** Once back in open session,*

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 2022 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/ADAMS moved to accept the results for the Executive Director Evaluation and authorize a Compensation Adjustment of 8% (5% for General Wage increase and 3% Merit-Based increase) in alignment with the Enduris Staff as determined during Executive Session. The effective date will be retroactive to the October 15, 2022, payroll date (effective payroll period dates are 9/26/2022-10/10/2022), to also align with the Enduris Staff. Motion carried.

DEBRIEF BY BOARD

Board Policy GC-2.4 states that as a means to assure continuous improvement, the Board regularly and systematically will monitor all policies, and will assess the quality of each meeting by debriefing the meeting following its conclusion.

Mr. Schanz was pleased with the refined process of Executive Director Evaluation; and stated, the entire preparation was much more efficient and an effective way to complete the process. Mr. Hardin noted that it helped to get the ED Evaluation materials in advance, which made the complete process organized, simplified, and more streamlined. Ms. Watts also felt the processes that were put into place went smoother and the timing was good; it helped the board with their discussions and making the recommendations by the effectiveness of the overall process.

ADJOURNMENT

Mr. Schanz adjourned the Board meeting at 10:36a.m.

ADAMS/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.