




Minutes

LWDB Executive Committee Meeting

 Wed March 3rd, 2021

 10:00am - 12:00pm MST

 Show Low City Hall/Zoom

 **In Attendance**

I. Call Meeting to Order

Board Chair to Call Executive Committee Meeting to Order

Woody Cline called the meeting to order at 10:01am.

LWDB Executive Committe Members Present: Woody Cline, Elizabeth Flake, Gary Moore and John Sorensen.

II. Budget Report

Review of YTD Budget Summary and Projected Expenditures

Stephanie provided the executive committee updated information on the budget. She further explained that she anticipates the board will be able to expend all allocations that expire on June 30, 2021.

III. Executive Director - Performance Evaluation Process

Review and Approve Procedure for Evaluating Performance which includes Criteria/Performance Metrics and defines how and when pay increases are implemented.

Complete Director Performance Evaluation and determine whether a Performance Pay Increase (up to 3%) is merited.

The Executive Committee reviewed the Director's Self-Evaluation and discussed and completed the Executive Director's performance evaluation.

Discussion: Elizabeth Flake made a recommendation to change the verbage from "Biannual" to " every 2 years" on the draft policy and procedure for the Executive Director Performance Evaluation and Compensation Procedure. Additionally, the final policy will reflect that step increases will occur once every two years from the date of this pay increase.

Decision: Elizabeth Flake made a motion to approve a performance pay increase of 3% increase and is to be retroactive to October 31, 2020. Gary Moore seconded the motion. The motion passed unanimously.

IV. **OSO Proposal Scoring Meeting**

Discuss date and time for scoring OSO proposals. Proposals are due March 3rd and scoring and a recommendation for the full board's consideration needs to be completed by March 15th.

Stephanie reminded the board that the One Stop Operator Bid Opening will occur at 2:.15pm on March 3, 2021. The Proposal Scoring Committee will meet on March 15, 2021 at 10:00am. Those interested in attending in person can do so in Holbrook and there will be a virtual option as well.

V. **Next Meeting Date: LWDB and CEO Combined Meeting March 24, 2021**

Discuss when to return to in-person meetings

Recommended Action: Adjourn Meeting

The board will meet on March 24, 2021 at 10:00am at Show Low City Hall's Duece of Club conference room, with the option of attending via zoom.

The Executive Committee Meeting was ajourned at 11:15am.