

Committee Members Present:

Sarah Sims, Committee Chair
Catrina Adams

Dionne Flowers
Nina North-Murphy

Staff Members Present:

Shaelene Plank, Executive Director
Kelly Head, Executive Assistant

Olivia Pruitt, Director of HR

I. Call Meeting to Order

- a. The meeting was called to order at 4:03 pm by Sarah Sims, Committee Chair**

II. Nominating Committee**a. Board attendance/engagement**

- The committee reviewed board attendance and engagement metrics for FY26.
 - Staff reported that overall board attendance and engagement goals were met, with board members attending at least two-thirds of meetings and participating in required engagement activities.
- Members discussed the growing number of board engagement opportunities and expressed appreciation for agency visits and program tours.
 - Sarah Sims suggested future board engagement opportunities focused on housing initiatives, noting that a deeper understanding of housing-related services would be beneficial.
 - Committee members supported continued agency tours and educational opportunities that increase awareness of services funded by DDR.
 - Community member participation in agency visits and engagement activities was also discussed and encouraged.

b. Potential board/committee members

- The committee discussed recruiting candidates to fill a current board vacancy.
- Shaelene shared interest in approaching Steve Butz, citing his longstanding support of disability-related issues, legislative experience, and family connection to the disability community. Committee members agreed he could bring valuable expertise and community connections to the board.
- Additional discussion focused on maintaining diversity in board recruitment efforts, including professional backgrounds, age, race, and community representation.
- Sarah Sims reported networking with attorneys who may be interested in future board service opportunities.
- Staff will continue exploring candidates and provide updates to the committee.

c. Board member renewals

- The committee reviewed upcoming board term renewals.
 - Shaelene reported that all members eligible for renewal have agreed to continue serving. Bill, Sarah, and Selena.

d. Bylaw Requirement

- Discussion centered on the bylaw requirement that at least 50% of attendance occur in person.

- Committee members expressed concern that the requirement may create barriers for members with childcare responsibilities, scheduling conflicts, or increasing committee assignments.
 - Members acknowledged that board participation remains strong even when attendance occurs virtually.
 - The committee reached consensus that the attendance requirement should be reviewed and potentially revised.
 - A recommendation will be brought forward for further discussion regarding clarification of the current bylaw language.
- e. **Slate of Officers – Action Needed**
- Shaelene presented the proposed officer slate for the upcoming term:
 - Chair – Nina North-Murphy
 - Vice Chair – Bill Siedhoff
 - Treasurer – Pat Brennan
 - Secretary – Sarah Sims
 - **Nina North-Murphy moved to approve the new slate of officers. Dionne Flowers seconded the motion. All in favor. None opposed. The motion passed.**
 - Staff noted that Nina North-Murphy and Sarah Sims anticipate transitioning leadership roles in November 2027, with Sarah Sims moving into the Chair position and Nina North-Murphy serving as Secretary.

III. Personnel Committee

- a. **Accessibility checklist**
- The committee reviewed the annual accessibility checklist completed by the Safety Committee.
 - Staff reported that the organization remains largely compliant with accessibility standards and continues to make accommodations for staff and consumers as needed.
 - Areas identified for improvement included:
 - Repairs to portions of the upper parking lot surface.
 - Additional accessible parking signage.
 - Addressing transition and contrast concerns within the facility.
 - Exploration of solutions for restroom accessibility concerns, including door operation and paper towel access.
 - Committee members suggested practical improvements such as providing paper towels in a basket and ensuring soap dispensers remain easily accessible. Staff will incorporate identified issues into the ongoing accessibility improvement plan.
- b. **Employee satisfaction survey**
- Olivia Pruitt presented the results of the 2026 Employee Satisfaction and Engagement Survey. Highlights included:
 - 81% participation rate among employees.
 - Overall agreement scores across survey categories ranged from 95% to 100%.
 - The lowest overall agreement score was 86% to the statement “Compared with other organizations, our health benefits are competitive”
 - Every question within the Quality section received 100% agreement.

- Five of seven Executive Leadership questions received 100% agreement, reflecting very positive perceptions of leadership.
- Employee perceptions regarding competitive pay improved significantly from 81% to 97%.
- Employee willingness to remain with DDR if offered a similar position elsewhere also increased from 81% to 97%.
- Only six of ninety-six survey questions experienced minor decreases from the previous year, with all scores remaining between 86% and 96%.
- Staff noted that despite increased employee health insurance contributions beginning in FY27, satisfaction with benefits remained strong.
- The committee commended staff and leadership for maintaining exceptionally high employee satisfaction and engagement levels.

c. PTO/Staff recognition policy – **Action Needed**

- Staff reviewed the existing Staff Recognition Policy and consulted with attorney. The proposed policy revision would:
 - Eliminate the current Staff Recognition Policy.
 - Incorporate service recognition into the Personal Time Off policy.
 - Award milestone personal time based on years of service
 - Continue recognition through certificates and acknowledgment of service milestones.
- Committee members discussed employee appreciation efforts, use of public funds, food provided during staff functions, and compliance safeguards.
 - Staff explained that expenditures for training and staff meetings remain tied to legitimate organizational and educational purposes and are consistent with approved budget policies.
 - **Catrina Adams moved to approve the revised Staff Recognition/PTO policy and recommend it to the full Board of Directors in September.**
 - Dionne Flowers seconded the motion.**
 - All in favor. None opposed. The motion passed.**

d. Compensation study update

- Staff provided an update on the upcoming compensation study.
 - DDR will again partner with DDRB and DDA to conduct a joint compensation analysis and share costs.
 - Staff are currently evaluating vendors and developing the scope of work.
 - The study is expected to begin later in 2026 and provide salary recommendations projected through July 2027. Results will ultimately inform future compensation recommendations and board review.

e. Upcoming ED performance evaluation

- The committee reviewed the timeline for the annual Executive Director evaluation process. Key dates include:
 - Introduction of the evaluation process to the full board at the September board meeting.
 - Distribution of evaluation materials to board members at the end of September.

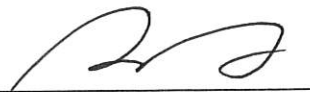
- Collection of completed evaluations during early October.
- Committee review of results at the October Personnel Committee meeting.
- Presentation and discussion with the full board during executive session in November.
- The committee agreed to continue using the current evaluation format and process.
 - Newer board members will be invited to participate if they feel sufficiently familiar with the Executive Director's performance to provide meaningful feedback.

IV. Call for motion to adjourn

- **Nina North-Murphy moved to adjourn the meeting.**

Dionne Flowers seconded the motion.

All in favor. None opposed. The meeting was adjourned at 4:59 pm.



Sarah Sims, Secretary

9/24/24

Date Approved