

MINUTES



Personnel Committee Meeting

10/1/2025

1:30 pm

Attendees: Cindy Lavoie, Martina McDowell, Shelly Bell, Erin Gillespie, Amber Tynan, Kevin Vaughn, Beth Cicchetti, Quincee Messersmith – CLEO

Not Present: Princess Ousley

Board Staff: Matt Salera, Charlotte Brown

Guest: Latoya Spann

Recording: Matt Salera

Welcome – Martina McDowell

Meeting called to order @ 1:31 pm

Minutes Approval – September 16, 2025

Action Item I

Motion made by Kevin. Seconded by Shelly. All in favor.

CEO Offer – Employment Contract

Action Item II

Martina stated that Keantha's proposed employment contract had a base salary of \$135,000 as well as a relief premium of \$750 which could be used by Keantha as a car allowance and assistance for out-of-pocket health insurance premiums. Shelly asked how long Jim's probationary period was since Keantha's probation period in the proposed contract was 3 months. Martina said Jim was an at-will employee without a contract when he was hired. Shelly asked if the salary and relief premium totaled \$144,000 and Martina confirmed. Shelly asked if there would be deliverables within Keantha's first 3 months, and Martina stated that the 3-month plan that Keantha submitted during her interview will serve as her deliverables. Martina stated that Keantha's probation period starts on day 1 of employment and her 3-month plan/deliverables will allow an additional 2 months to complete the last step which is the board retreat.

Martina asked the committee for authority to negotiate up to an additional \$7,500 more per year for Keantha's relief premium which would be a total salary amount of \$151,500. Shelly proposed that Martina only have the authority to offer up to an \$1,100 per month in relief premium, and Erin proposed that the amount be \$1,150.

Motion made by Erin to approve the base salary of \$135,000 offer in the employment agreement with the additional authorization to negotiate up to a \$1,150 relief premium. Seconded by Kevin. All voted in favor.

Meeting adjourned @ 2:12 pm.