



Executive Committee Meeting Notes

Monday, April 14, 2025 at 4:00 p.m.

In-Person/Zoom Meeting

Commissioner(s) Present: Sandra Applegate, Erica D'Anis, Tawny Bailey

Commissioner(s) Absent:

Staff/Public Present: Townley Saye, Karla Kohler

Items

1. Welcome and Introductions

Commissioner D'Anis called the meeting to order at 4:08 p.m. and welcomed participants.

2. Public Comment on Non-Agendized Items

Commissioner D'Anis asked for public comment on non-agendized items. No public comment was made.

3. Consent Calendar (Action)

Meeting Agenda

- January Minutes
- EC Meeting Agenda

Motion made to approve the Consent Calendar.

Motion: Applegate Second: Bailey

Yes: Applegate, D'Anis, Bailey No: none

Action Approved

4. Salary Administration Policy Updates (Action)

EC will review, modify, and approve for Commission Review

ED provided an updated Salary Administration Policy that reflects previously approved salary compensation allocations. Minor editorial changes were requested.

Motion made to bring the Salary Administration Policy with recommended changes to full Commission for review and approval.

Motion: Bailey Second: Applegate

Yes: Applegate, D'Anis, Bailey No: none

Action Approved

5. Retirement Policy Update (Action)

EC will review, modify, and approve for Commission review.

ED provided an updated retirement policy that reflects previously approved salary compensation allocations. No changes were requested. ED clarified that accounts were employee-owned once set-up was complete.

Motion made to bring the Retirement Policy to full Commission for review and approval.

Motion: Bailey Second: Applegate

Yes: Applegate, D'Anis, Bailey No: none

Action Approved

APPROVED

6. FY 2025-2026 DRAFT Budget Review (Action)

EC will review, modify, and approve the DRAFT budget detail, budget summary, and tax revenues for Commission Review.

ED reviewed the different budget items with the EC. A calculation error was identified in calculating the long-term investment amount and was corrected during the meeting. No other corrections were identified.

Motion made to bring the drafts with the recommended correction to the full Commission for approval.

Motion: Bailey Second: Applegate

Yes: Applegate, D'Anis, Bailey No: none

Action Approved

7. Executive Director Annual Performance Evaluation Form Review (Action)

EC will review, modify, and approve evaluation forms for distribution.

The EC Committee confirmed final questions for Annual Performance Evaluation of the ED. Kohler and EC discussed how questions would be distributed to Commissioners and managers and timeline to complete.

Motion made to approve Annual Performance Evaluation Form and process.

Motion: Bailey Second: Applegate

Yes: Applegate, D'Anis, Bailey No: none

Action Approved

8. ED Update

ED Saye provided a summary of current and upcoming events and activities. Activities around outreach and community engagement have been prioritized to ensure continued partnerships and collaborations. Other activities circled around state and local policy advocacy to support ongoing funding for Small Population County Funding Allocations and Head Start programming.

9. Commission Meeting Agenda (Action)

The EC will review , edit, and approve the Commission Agenda for April 28, 2025 meeting.

The EC reviewed the agenda and moved for approval.

Motion made to approve the Agenda with suggested changes

Motion: Bailey Second: Applegate

Yes: Applegate, D'Anis, Bailey No: none

Action Approved

10. EC Quorum Check

The EC will confirm next meeting date and time.

EC reviewed calendars and after a brief discussion, decided to move EC meetings from Mondays to Fridays starting May 23, 2025 at 4:00 pm.

Commissioner D'Anis adjourned meeting at 5:27 p.m.

Next EC Meeting May 23, 2025 at 4:00 pm.

Next Commission Meeting April 28, 2025