

EXECUTIVE COMMITTEE MEETING
Regular Meeting Agenda (VIRTUAL)
Monday, December 2nd, 2024
9:30 a.m. - 10:30 a.m.

PUBLIC SESSION

1. Called to Order at 9:45 a.m.

Commissioners Present: Chair - *Sally Sokoloski* and Vice-Chair, *Melissa Shaw*

Staff Present: Executive Director (ED) *Ericka Summers*, & Program Specialist *Robin Timoszyk*

2. Operational Discussion

- a. Review June 3rd, 2024, August 5th, 2024, and September 30th, 2024, Executive Committee Meeting Minutes. – *Melissa and Sally reviewed and approved the minutes and notes for June 3, August 5, and September 30, 2024*
- b. Review Commission meeting agenda (12.12.24) – *Draft agenda reviewed.*
- c. Staffing & Recruitment Updates –
 - i. *Conditional offer made for the Program Coordinator position. ED requested a response by close of business on December 2, 2024*
 - ii. *Extra Hire positions for Partnership Health Plan agreement is expected to begin in January. Because it is Extra-Hire the recruitment can be targeted. ED is working with HR to develop the specifications and is basing them on the existing Program Aide specifications.*
- d. ED Evaluation – *Sally provided an update on the Performance Review for the ED. She is preparing a written summary of the responses to share with the commissioners prior to the meeting and then review in person during closed session at the meeting on December 12, 2024; Ericka is preparing a summary of a self-evaluation, short-term and long-term goals. Melissa asked how often ED would provide updates on those goals. Committee settled on updates every six-months to ensure that the goals continue to move forward.*

3. 2024-2025 Budget

- a. Mid-Year – *ED working on mid-year budget but there are no specific updates at this time. She anticipates having information for the February Executive Committee and Commission meetings.*

4. Program Updates

No specific updates at this time. ED shared information about obtaining a SAM number, used when applying for grants. Melissa mentioned some contacts in Health and Human Services that may be able to provide guidance.

Melissa asked if ED would provide an update on the Trauma Informed Leadership Conference and Cohort to the Commission.

5. Adjourned at 10:27 a.m.

Next Regular Executive Committee meeting:
Monday, February 3rd, 2025, 9:30 a.m. - 10:30 a.m.