

Executive Committee Meeting Minutes
February 8, 2017

Committee Members Present:

Present: Mark Barry, Sondra Cranford, Mark Earl, Lex Smith

Absent: *Dave Lambert, Seth Weightman*

Quorum Present? Yes

Others Present:

PHWB Staff – Jerome Salatino, Kevin Crawford

Proceedings:

Meeting called to order at 10.00 a.m. by Mark Earl, Chair

Action Item 1 – Approve minutes of December 15, 2016 meeting

Minutes from the December 15, 2016 meeting of the Executive Committee were presented for review and comment. With no corrections or comments, a motion was made to accept the minutes.

MOTION made by Mark Barry and seconded by Lex Smith to approve the minutes. Motion carried.

Action Item 2 – Performance Evaluation CY 2016, Jerome Salatino

The annual performance review for the CEO is due and in preparation for that the Committee reviewed the Performance Management Program page, which identifies the established goals for calendar year 2016. It was agreed the survey be sent to the full Board for completion. It was agreed a second meeting of the Executive Committee be convened to go over the results and conduct the performance review. Jerome was asked to provide a self-evaluation as well. Additionally there was discussion around updating Jerome's goals for calendar year 2017. This is to occur at a separate meeting.

MOTION made by Lex Smith and seconded by Mark Barry to approve sending the survey to the Board. Motion carried.



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Action Item 3 – Finance Update

Kevin Crawford reviewed the points outlined in Discussion Item 1 at the Audit Finance Committee meeting, ie., Status of Audit, Indirect Cost Rate, Pending Budget Reduction and the 401(k) Non-Elective Contribution, with the members of the Executive Committee. It was agreed to table the 401(k) Non-Elective Contribution until next fiscal year, when it would be reviewed at the time of the budget review.

MOTION was made by Sondra Cranford and seconded by Mark Barry to approve tabling the 401(k) Non-Elective Contribution until the next fiscal year. Motion carried.

Information Item 1 – Sector Strategies

PHWB will focus its goals on the areas of Healthcare and Manufacturing. Information will be provided to Board members on the sector strategies meeting for interest in attending.

Information Item 2 – Financial Summary Report YTD 12/31/2016

Kevin Crawford reviewed the Financial Summary Report YTD 12/31/2016 with the Committee.

Information Item 3 – Monthly Management Report December 2016

Jerome reviewed the rankings in the Monthly Management Report with the Committee.

With no further business to discuss and no public comments, the meeting adjourned.

