Personnel Committee Meeting Notes

*From the Personnel Policies, page 10*

*Incentive Compensation Awards:*

*a) Each year the Personnel Committee will make a recommendation to the full board concerning funds to be budgeted for annual employee incentive awards. Funds budgeted will be contingent upon budget availability and be capped at $3,500 per employee.*

*b) Incentive awards will be awarded based on Annual Employee Evaluation, as well as supervisor’s recommendation. So. 14 LWIB staff who retain full-time status will be eligible to receive incentive pay if they 'meet or exceed expectations' for 50% of the established goals and objective to be met within the current fiscal year as part of their annual staff evaluation.*

The completed evaluation for each of my staff is attached to these notes. Sheryl and Jessica continue to meet and exceed my expectations. Both are willing to take on any additional duties necessary and complete tasks with little supervision. I recommend that both be considered for this year’s incentive awards and if budget allows wage increases in the next fiscal year.

$6,125 was allocated in the PY24 Admin Budget. Incentive Awards are only available for full time employees. I would like to request that both Sheryl and Jessica each receive $2,000 each, leaving $2,125 remaining for other awards.

The Executive Committee completed the Executive Director’s evaluation.