

## Executive Committee Meeting Minutes for July 30, 2020

The Executive Committee meeting was called to order at 3:05 PM. Joe O'Hara and David Scharoun were present in the P.E.A.C.E., Inc. conference room; Judge James Cecile, Robert Tackman, and Erich Shafer joined the meeting via teleconference. Pastor Phyllis Lee-Williams and Shirley Copes were excused.

David Scharoun noted that there was quorum, and that the purpose of the meeting was to conduct the annual evaluation of the Executive Director. For the record it was noted that Executive Director's review had originally been scheduled for March of 2020, but was subsequently postponed due to the outbreak of the Corona Virus. It was also noted that normally the Executive Committee and full Board would conduct the annual evaluation, but since the Board does not meet in July and August, the Executive Committee was authorized to act on behalf of the Board in conducting Mr. O'Hara's evaluation. The entire Board will receive a copy of the minutes from this meeting, and the Executive Director's evaluation will be discussed at the next Board Meeting in September.

Mr. O'Hara reviewed his 2019 goals which had previously been agreed upon by him and the Board of Directors. After providing details on each of the ten goals, and discussing them with the Executive Committee, Joe excused himself from the meeting.

At 3:33 PM Jim Cecile made a motion to enter into Executive Session; it was seconded by Bob Tackman and unanimously approved. The Executive Committee discussed Joe O'Hara's performance for 2019 which resulted in the following resolution, which was made by Erich Shafer, seconded by Jim Cecile, and approved unanimously:

- 1) The Executive Committee acknowledges and commends Mr. O'Hara for meeting/exceeding the goals set forth for him in 2019. In short, "another job well done".
- 2) When asked if there were any concerns with the Executive Director's performance, or any areas where performance could/should be improved, there were none what-so-ever.
- 3) For now, Mr. O'Hara's 2019 goals will carry over for 2020. Input from the full Board will be solicited in September, at which time the Executive Director's 2020 goals can be refined or updated as necessary.
- 4) In addition to any other goals set forth for the Executive Director in 2020, he shall have a primary goal to monitor, effectively manage, and ensure the successful distribution of the \$ 2.1 million P.E.A.C.E., Inc. received in stimulus money from the Federal Government.
- 5) The Executive Committee agreed, that although there were no concerns with Mr. O'Hara's job performance, any decisions regarding a potential salary increase should be postponed until the matter can be reviewed and discussed with the full Board of Directors. It was also noted that potential cutbacks may be forthcoming from our funding sources as a result of the Corona pandemic, and that could impact any salary increase.

Erich Shafer made a motion to adjourn the Executive Session at 3:48 PM. It was seconded by Jim Cecile and passed unanimously.

As there was no other business, at 3:49 PM Bob Tackman made a motion to adjourn the Executive Committee meeting. The motion was seconded by Erich Shafer and the meeting was adjourned.