

DRML PERSONNEL COMMITTEE MEETING

January 27, 2016 at 3:00 pm.

Present: Anne Exler, Bev Frank, Lauren Montgomery-Rinehart, Gail Schermer, Holly Hall

1. We discussed the first annual staff recognition event, which was hosted by the Board at Gail's house on January 23rd. The entire staff attended and feedback was positive. We agreed to make this an annual event. Planning will start in December.

2. We discussed the email from Will Towle to the personnel committee, which was a routine follow-up to the work he did for us six months ago. Anne E. sent him a reply with new DRML email addresses for her and Holly.

3. We reviewed the job descriptions for all positions and made some minor edits for consistency. We discussed some questions about the content but did not make any changes. Since the descriptions are reviewed by the staff and director annually, they are kept current.

4. Holly will follow up on suggestions for possible leaders of a staff team building workshop, which was approved by the Board at the December meeting.

Our next meeting date was not set but we hope to meet again in about one month.