



**Executive Committee Meeting  
September 15, 2022  
3:30 p.m.**

**Present:** Scott Watson, Nina Self, Kevin Vaughn, Amber Tynan

**Staff:** Charlotte Brown

**Recording:** Charlotte Brown

**I. Call to Order:**

Chair, Scott Watson welcomed everyone and called the meeting to order at 3:35 PM. He recognized the members present and a quorum was established.

**II. Discussion Item I: CEO Employment Agreement**

Scott reviewed the terms of employment documented in the current employment agreement and demonstrated to the members present that there is actually one more year of renewal available under the agreement.

Scott reviewed the 90-day notice that is required by the current agreement for the board to indicate to the CEO of the intent to renew or not to renew the agreement for the following year. He stated that the notice must be provided by September 30, 2022, in order to comply with the current agreement. He also stated that the 90 day notice does not require the committee to address any change in pay, and that the committee will consider a possible pay change for the CEO at its next meeting, after the committee finalizes a performance review document for the CEO.

Scott reviewed the planned CEO performance review process that will begin with the CEO completing a self-assessment, the chair meeting with the CEO's direct reports, each committee member receiving the CEO self-assessment and completing their own individual performance review form for the CEO. HR will compile all committee member forms into a consolidated performance review, and the committee reviewing and editing the consolidated form at its December 2022 meeting to finalize the form for Scott to present to the CEO. At its December 2022 meeting, the committee may consider a pay change for the CEO that would be effective January 2023.

The committee members had general conversation about the performance review process and the state's board consolidation process. There was consensus among the members to grant the one-year employment agreement renewal to the CEO.

Scott called for a motion from the committee to renew the employment agreement with the CEO for the calendar year 2023. Kevin made the motion; Amber seconded the motion. All unanimously voted in favor of the motion.

Scott asked Charlotte to prepare the required written notice for him to present to the CEO prior to September 30, 2022, and she agreed to do so.

**III. Adjourn:**

Scott thanked the committee for their input and time and adjourned the meeting at 3:58 PM.