**Personnel Committee**

November 8, 2017

9 pm Via Telephone

Attendance: Phil Barnes, Curt Oppel, Kerry Condon, Jen Matthews, Bobby Kelley, Don Spellman, Marie Koenigsfeld and Grace Spellman. Grace Spellman joined the committee as temporary athlete member.

1. Board Reports by ISI Professional Staff

The goal is not just to require written reports from the ISI staff but also from all committee chairs.

Phil believes the reports need to be succinct. For example, for membership reports, comparing current numbers to one-year ago and how that compares the numbers that were used to prepare the current year’s budget. Membership numbers should also include numbers for Officials, Coaches, and Teams.

For office operations, the number of hours should be noted as well as the number of times each staff person worked overtime (more than 25 hours per week).

There should also be a report on issues within the office, both USA Swimming issues and ISI issues.

Bobby thinks the report should be compared to the end of prior year numbers. He’d also like the report to contain a synopsis on any special projects that are being worked on by the professional staff. Bobby would also like to know how many swimmers are participating in swim meets.

Curt would add a list of major tasks; items that need to get done that aren’t getting done. This list would be maintained so the board could see what issues are lingering and need to be addressed by a task force appointed by the board.

Marie thinks it would be helpful to have a template or outline to work from when preparing the report to the board. Phil agreed to prepare an outline and place it Google Docs.

1. 2018 Professional Staff Evaluations

Curt reported the last ISI form was used in 2015.

Jen commented on each of the various evaluation forms that were distributed with the meeting information. Jen liked the flexibility of the Mid-Atlantic. Her second choice was the Minnesota evaluation form. She also liked the ISI form, but commented that need to be updated for the new Job Descriptions. Her least favorite were the forms from Indiana and Gulf Swimming.

Jen also said she would like outside parties to have an opportunity to provide a review of their performance and not limited the comments to the members of the Board. Jen felt she and Marie deal with a lot of people from within our LSC and not simply board.

Kerry recognized the work done with all members of the LSC but believes we need to be on consistent on the definition used in the scales/grades. Kerry likes the Mid-Atlantic form. Employees should also evaluate each other because the more feed back the better the rating.

Bobby agreed upon defined standard. We need to be consistent with who we are using for outside evaluation.

Phil recognized the importance of outside information but we should send out a small sample of questions to a lot of people. Phil also thinks we need to have a mid-year goal and evaluation to allow a mid-year correction.

Phil believes the time line should be relatively short. The evaluations should be done in June and July with results completed by the end of the fiscal year. It would then be reported to the board at the final board meeting of the year with goals in place for the next fiscal year.

Phil wants to work with Curt, Jen and Marie to get a formal procedure by the January Board meeting.

1. Personal Use of ISI Credit Card, Expense Reimbursement Policy, Purchase Authority

Curt to bring the changes to the Employee Handbook to the board for approval. Comments or suggestions about the proposed changes should be given to Curt.

1. 2018 Floating Holidays

Jen and Marie will give us the two days they agree upon for their floating holidays.