



Special Meeting of the PHPDA Governing Council
December 1, 2011 12:06 p.m. 1:30 p.m.
 Office of Governing Council Chair Kevin Fox
 US Trust, Bank of America Private
 800 5th Ave, 32nd Fl
 Seattle, WA 98104

MEMBERS PRESENT			ON TELEPHONE	
Kevin Fox	Wendy Watanabe	Linda Ruiz	Marite Butners	Theresa Rambossek

Kevin Fox called the meeting to order at 12:20 p.m. A quorum was present. There was no public comment.

Discussion of the process to be used for evaluating the performance of the Executive Director

The Council will write a policy which will include 360 degree components. The ED will identify 3 non-PHPDA individuals (outside stakeholders) who will contribute to the assessment. The Board and staff will also contribute to the review. The non-PHPDA individuals will be asked three questions: what did the ED do well, what could the ED do more of, and what could the ED do less of.

The Board will use the ED job description along with full year priority list with tracking «deliverables» as the basis for the review. The presentation to the ED by the Chair will be documented and saved by the PDA in its records. The ED may respond and that will also be retained in the records.

Compensation decisions will include the ED annual performance as a factor.

This will be presented to the Governing Council for action at the December 13, 2011 meeting.

Discussion of the process for the PHPDA Board's self evaluation

The Board will review itself annually. We will combine components of the Dalhousie University questionnaire with items from Clark Nuber into a Survey Monkey. All Board members will contribute, along with staff that attends meetings, and possibly legal counsel. Any non-Board persons who have significant knowledge of Board dynamics will also be asked to contribute. Survey should also ask what the Board does well, what could the Board do more of, and what could the Board do less of.

Adjournment

The meeting was adjourned at 1:30 p.m.

Minutes approved _____ (Date)