

**MINUTES**  
**GWCCA PERSONNEL COMMITTEE MEETING**  
**July 30, 2019**  
**11:00 A.M.**  
**GWCC Administration Conference Room**

**The following six out of six Personnel Committee Members were present:**

Steve Adams  
Brian Daniel  
Glenn Hicks, Chair  
Jeff Payne  
Bill Rice  
Bill Russell

Chair Hicks called the GWCCA Personnel Committee meeting to order at 11:03 a.m. and asked for a motion to approve the February 26, 2019 meeting minutes.

*A motion to approve February 26, 2019, Personnel Committee meeting minutes as presented was made by Brian Daniel, seconded by Steve Adams, and unanimously approved.*

**Fiscal Year-End Performance Report**

Jennifer LeMaster, Chief Administration Officer, provided the Committee with an in-depth overview of the FY19 End of Year Performance Report and staff recommendation of the budgeted 3% merit-based pool.

*A motion to recommend approving implementation of the budgeted 3% merit-based pool was made by Jeff Payne, seconded by Brian Daniel and unanimously approved.*

*A motion to move into Executive Session for the purpose of discussing and deliberating upon the employment, compensation and periodic evaluation and rating of a public officer or employee under O.C.G.A. 50-14-3(b)(2) was made by Jeff Payne, seconded by Steve Adams and unanimously approved.*

The regular GWCCA Personnel Committee meeting reconvened at 11:55 a.m. The Committee evaluated Mr. Poe's FY19 performance under Paragraph 7(b) of the Executive Director's Agreement and under the criteria identified by the Personnel Committee and communicated to the Executive Director in advance of today's meeting.

*A motion to recommend approving 1) Increasing the Executive Director's annual base salary by 5%, and 2) Paying the Executive Director 100% of his eligible Annual Performance Based Compensation for FY19 was made by Brian Daniel, seconded by Jeff Payne and unanimously approved.*

A Committee report will be presented to the full Board at the July 30, 2019 Board of Governors meeting. With no further business to discuss the meeting adjourned at 12:00 p.m.

Respectfully submitted:

Approved:

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Deborah Waddy, Assistant Secretary

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Glenn Hicks, Chair