

**MINUTES**  
**GWCCA PERSONNEL COMMITTEE MEETING**  
**July 28, 2020**  
**10:30 a.m.**  
**Building C, Meeting Room C302**

**The following 5 out of six Personnel Committee Members were present:**

Steve Adams (by Zoom)  
Brian Daniel (by Zoom)  
Glenn Hicks, Chair  
Jeff Payne  
Bill Russell

Chair Hicks called the GWCCA Personnel Committee meeting to order at 10:35 a.m. and asked for a motion to approve the January 28, 2020 meeting minutes.

*A motion to approve January 28, 2020, Personnel Committee meeting minutes as presented was made by Bill Russell, 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 FY20 End of Year Performance Report.

*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 Bill Russell and unanimously approved.*

The regular GWCCA Personnel Committee meeting reconvened at 11:09 a.m. The Committee evaluated Mr. Poe's FY20 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 3%, 2) Paying the Executive Director 100% of his eligible Annual Performance Based Compensation for FY20, 3) Delaying both recommendations until business returns to normal as determined by the Personnel Committee and the Board of Governors was made by Bill Russell, seconded by Jeff Payne and unanimously approved.*

A Committee report will be presented to the full Board at the July 28, 2020 Board of Governors meeting. With no further business to discuss the meeting adjourned at 11:10 p.m.

Respectfully submitted:

Approved:

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Dale Aiken, Assistant Secretary

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Glenn Hicks, Chair