1. **Call to Order**

The meeting was called to order at 2:30 p.m.
Present (Committee Members - Council): Tom Weber, Thomas Bean, Vince Goodman.
Present (Council Member): José Luis Rodríguez, Esq.
Present (Staff): Lisa Williams-Taylor, Ph.D., Tom Sheehan, Shay Tozzi, Jeanne Reid.

2. **Minutes of Personnel Committee Meeting on February 28, 2019**

A motion by Weber/Goodman to approve the Minutes of the February 28, 2019 Personnel Committee Meeting as presented was approved for recommendation to the Council.

3. **CSC Internship Program**

The Personnel Committee reviewed the Pilot Internship Program recommended to start on May 2020, including the following considerations:
- 3-5 interns based on the needs identified
- 90 day period, up to 40 hours per week
- Selection will be based on multiple factors to include:
  - Application
  - Transcripts
  - Recommendations
  - GPA
  - Interview
  - PBC Residency

A motion by Bean/Goodman to approve the CSC Internship Program was presented and approved for recommendation to the Council.

4. **Performance Management**

The Personnel Committee discussed the following:
- CSC has a High Performing Workforce
- Annual Pay Increases are Performance Based (Merit – no COLA)
- Allocate an additional 1% of our salary budget (increase from 3% to 4% to better align performance scores with percentage increases.

A motion by Goodman/Bean to approve 4% of our salary budget for performance based annual merit increases for FY 2019/20 was presented and approved for recommendation to the Council.
5. **Annual Performance Evaluation Process for the CEO**

The Personnel Committee discussed the following:
- CEO Performance Evaluation provided to Council in January.
- The compiled performance feedback will be reviewed at the Personnel Committee in January and a compensation recommendation will be formed.
- An agenda item with the compensation package recommendation will be provided for approval at the February Council meeting.

A motion by Bean/Goodman to approve the CEO Performance Evaluation extended timeline was presented and approved for recommendation to the Council.

6. **Adjournment**

The meeting was adjourned at 3:30 p.m.

Vincent Goodman, Secretary  
Lisa Williams-Taylor, Ph.D., Chief Executive Officer