



Los Angeles Homeless Services Authority

a joint powers authority of the city & county of los angeles

MINUTES OF THE SPECIAL MEETING OF THE LOS ANGELES HOMELESS SERVICES AUTHORITY PERSONNEL COMMITTEE MEETING

Held May 19, 2011

The Los Angeles Homeless Services Authority Finance, Contracts & Grants Management Committee Meeting, held in the LAHSA Administrative Office located at 811 Wilshire Boulevard, 6th Floor, Los Angeles, California, was called to order at 3:00 p.m. by Commissioner Larry Adamson.

Attendance

LAHSA Commissioners Present:

Larry Adamson
Howard Katz

LAHSA Commissioners Absent:

None

LAHSA Staff:

Michael Arnold, Executive Director
Debra Neal, Administrative Assistant, Programs Department
Carissa Bush, Program Assistant, IT Department / HMIS

Call to Order/Roll Call/Establishment of Quorum

Roll was called and quorum was established at 3:00 p.m.

The Personnel Committee recognized staff milestones: Debra Neal, Administrative Assistant for the Programs Department (10 years), and Carissa Bush, Program Assistant for HMIS and the IT Department (5 years). Staff was acknowledged for their dedicated years of service.

1.0 Discuss and approve method and criteria for Executive Director's Annual Review.

Commissioner Adamson noted that one of the responsibilities of the Personnel Committee is to conduct an annual review of the Executive Director. The intention of today's meeting is to adopt governing evaluation criteria as part of the Executive Director's review.

- The method and criteria of the evaluation was discussed, and the Committee determined that the evaluation would be completed by the Executive Director within the next 30 days.
- The final evaluation and salary recommendations will be held at the regularly scheduled meeting of the full Commission in June.

Motion: It was moved by Commissioner Katz and seconded by Commissioner Adamson to approve the method and criteria of evaluation for the Executive Director's Annual Review.

Action: The motion passed unanimously.

2.0 Public Participation

There were no requests for public participation.

Adjournment

The meeting adjourned at 3:10 p.m.