

**Plainfield Co-op Board Regular Meeting Minutes  
April 26, 2018 (rescheduled date)**

**6:30 pm at Community Center**

**Need for Special Meeting:** Discuss staff transition plan.

Called by: Jean Hamilton, President

Attendees: Jay, Alicia (by phone), Chris, Sarah, Pete, Jean

Absent: Giordano

The meeting commenced at 6:38pm.

Jean distributed minutes from the April 2<sup>nd</sup> Board meeting. Edit – add Buffy's last name is Grosbeak.

**Decision:** The Board approved the 4/2 minutes.

### **Hiring Updates**

The hiring committee has met 4 times; ten people were interviewed during the initial round (over 3 days) – some were candidates for both positions, and some just for GM or AM. The hiring committee has recommended that the Co-op focus right now on just hiring a GM. This will allow the GM to participate in hiring the second senior manager (AM). Bringing on one staff person at a time may actually be more efficient in terms of transition to new management/new roles and responsibilities.

The hiring team has selected three people to bring back for 2<sup>nd</sup> interviews for the General Manager position. These three finalists have had references checked. The hiring committee is board: Chris, Jean, Giordano; staff: Margie, Rosemond, and member: Mike Brosky.

Jean asked what the next step is after the 2<sup>nd</sup> interviews on Sunday. The Board discussed inviting the final candidate to meet with the Board at it's next Board Meeting on 5/7. The Board affirmed its confidence in the hiring committee and discussed the value of Board and staff meet with a final candidate before the Board makes a hiring decision.

**Decision:** The Board will invite the final candidate to meet with staff before the Board meeting on 5/7, meet with the full Board during the meeting, and then the candidate would leave the Board meeting so that Board and staff can discuss. A final decision on hiring can be done in executive session.

**Decision:** The Board delegated hiring negotiation to Jean, so long as the salary offer was within the posted hiring range. Any out-of-norm requests will be brought to the Board for discussion and decision.

### **Internal Job Transitions**

Jean provided an overview of the staff conversations that were held between each staff individually with Buzz and Jean (or Sarah). The goal of these conversations was to identify what work each staff member is doing and wants to do in the future, based on the new job descriptions.

The Board has previously decided to make the transition to new job descriptions and wage structure the first pay period in May. The Board also has previously decided that staff would interview for positions

that they did not currently hold (Floor Manager, Membership & Marketing both being new positions) – except that MC members would be considered as having acted as Floor Managers.

The Board entered executive session at 7:03pm to discuss interest expressed by individual staff in new positions. The Board exited at 7:10pm.

**Decision:** The Board affirmed the decision to implement new job descriptions and the new wage structure for the first pay period in May. We will begin the hiring process for Floor Managers immediately. The Membership & Marketing Manager hiring will be postponed; with current staff covering some interim tasks.

The Board delegated Floor Manager hiring to Jean and Pete, who will design a process to include staff input. The Board also discussed the possibility of adding some additional floor manager shifts during the interim, while the AM position is still vacant.

The Board discussed the timeline for wage shifts, setting target benchmarks for hours per position/employee, and communication of schedules.

**Action:** Sarah will draft the a letter to each staff person which outlines their wage(s), position(s) and target hours.

### **Personnel Policy Revisions.**

The Board will vote on personnel policies on 5/7. Sarah requested feedback from Board members. Staff are also providing feedback. Final revised policies will be shared prior to the next Board meeting.

### **Interim Management - Authority?**

At the last meeting, the Board extended Buzz's contract at 5 hrs/week based on his availability. Staff have been very adept at operating the Co-op in the absence of clear senior management. In particular, major decision-making/issues related to HR, facility, community center, general business decisions, need clear interim management authority.

The Board discussed hiring an interim manager for the month of May.

The Board entered executive session to discuss possible candidates for interim manager (10-15 hours/week).

**Action:** Chris will discuss with the four noted candidates. **Decision:** the Board agreed that all possible candidates would be appropriate and delegated authority to hire to Jean, as Board President. If by May 7<sup>th</sup> (next Board meeting) an interim manager has not been identified, the Board will revisit how to delegate management authority.

### **Annual Meeting**

The Board discussed annual meeting preparation.

**Action items:**

- Jean will get the Co-op's projector
- Pete will assist Chris and Gail with set up
- Chris will bring a sheet
- Sarah, Jean and Alicia will finish their presentations; Karen is going to co-present with Sarah on the MRG process.

The meeting adjourned.