

Minutes from the CED Compensation and HR Committee

August 4, 2009

11:30 a.m. – 1 p.m.

CED Classroom

In attendance: Anastasia Pucci (chair), Steve Wiehe, Kent Christison, John Fogg, Dick Daugherty, Debbie Edmondson, Joan Siefert Rose (staff), Jim Ford (staff)

Excused: Scott Merrell

Anastasia Pucci convened the meeting at 11:35 a.m. and proposed a change in the order of the agenda to accommodate Debbie Edmondson's schedule.

Debbie presented the updated employee handbook, which is complete with the exception of a final revision of the conflict of interest statement. Jim Ford said he would talk with Scott Merrell about making the necessary changes and adding it to the handbook. The committee discussed starting the practice of having staff members sign a statement indicating they have received the handbook, as well as an annual conflict of interest statement, reflecting best practices. The committee also suggested that board members receive a copy of the handbook when they join the board, sign a statement indicating they have seen the policy on harassment, and sign an annual conflict of interest statement, reflecting best practices. The committee voted unanimously to accept the handbook, with the conflict of interest statement addition, and recommend it for approval by the executive committee. The committee also recommended that the handbook, harassment policy, and conflict of interest statement be distributed to board members at, or in advance of, the next board meeting. Jim agreed to distribute the handbook to employees once it has been approved by the executive committee.

Jim presented highlights from the auditors and the FY 2010 budget. CED ended FY 2009 with a small operating cash surplus, but not enough to allow for incentive pay, according to the guidelines that had been established at the start of the last fiscal year. However, Jim reported that the executive committee did approve modest one-time bonus payments of equal amounts to staff, which were distributed in July. Joan Siefert Rose and Jim presented compensation recommendations for staff in FY 2010, including a proposal to end the practice of incentive pay for some job classifications. In exchange, these positions would receive a more significant annual increase in base pay, based on work performance and market parity. Joan and Jim confirmed that all staff had received written performance evaluations prior to the end of the fiscal year.

The committee discussed the compensation recommendations and, with minor changes, approved the report, voting unanimously to send it to the executive committee for final approval. The committee suggested that changes in compensation be made retroactive to the start of the fiscal year July 1, in

keeping with standard practice at CED. Steve Wiehe asked that these compensation practice changes be reflected in the employee handbook, where appropriate, and in any subsequent offer letters.

The committee discussed CED's policy concerning INS work regulations for non-US citizens, and agreed to consider requests on a case by case basis. The committee asked that its members be kept apprised of ongoing activity, and that costs to CED be disclosed and placed in a timeline so they can be shared with the executive committee.

Steve asked Joan to review organizational goals and metrics for FY 2010, as set forth in her performance review. Joan thanked the committee for its support in her first year as president.

Anastasia said that she has had an email exchange with a colleague who will conduct the executive compensation review of the four director-level positions at CED, as suggested by new IRS policies governing nonprofits. Jim said he would supply the necessary background material for the study, which should be completed by the end of the calendar year.

The date for the next committee meeting will be scheduled when the executive compensation review has been completed.

The meeting adjourned at 1:15 p.m.