**Northwest Portland Area Indian Health Board**

**Quarterly Board Meeting**

**Personnel Committee Meeting Minutes**

**January 17, 2017**

Start Time: 12:00 pm

Members Present: Shawna Gavin

Members Absent: Bonnie Sanchez, Cassandra Sellards-Reck

Staff Present: Andra Wagner

* Personnel update was read by Andra Wagner
	+ 0 new hires
	+ 0 promotions/transfers
	+ 1 intern
	+ 1 resignation
* One open position – On-Call Office Assistant
* Preventing Harassment and Discrimination Training was given to all staff on Nov 7th, 2016.
* Background checks were conducted for all current staff and one intern. Background checks will be conducted for all new hires, interns and volunteers.
* Revision to the Program Operations Manual Annual Review policy was proposed to update the manual to the current annual review process