**Northwest Portland Area Indian Health Board**

**Quarterly Board Meeting**

**Personnel Committee Meeting Notes**

**April 17, 2018**

Start Time: 12:10 pm

Members Present: Cassandra Sellards-Reck, Shawna Gavin

Staff Present: Andra Wagner

* Personnel update was reviewed.
  + \_3\_\_\_ new hires
  + \_2\_\_\_ promotion/transfer
  + \_1\_\_\_ temp
  + \_1\_\_\_ resignation
* Erik Kakuska has been employed by the NPAIHB for 10 years
* Don Head has been employed by the NPAIHB for 15 years
* Mike Feroglia has been employed by the NPAIHB for 15 years
* Nicole Smith has been employed by the NPAIHB for 15 years
* Background checks were conducted for all new staff and the temp.
* An employee policy violation was discussed and HR will assist the supervisor in addressing it.
* An employee performance issue was discussed and HR will assist in efforts to help the employee improve their performance.

Adjourned at 12:57 p.m.