**Northwest Portland Area Indian Health Board**

**Quarterly Board Meeting**

**Personnel Committee Meeting Notes**

**January 16, 2018**

Start Time: 12:00 pm

Members Present: Cassandra Sellards-Reck, Shawna Gavin

Staff Present: Andra Wagner

* Personnel update was reviewed.
  + \_4\_\_\_ new hires
  + \_2\_\_\_ promotions/transfers
  + \_0\_\_\_ temp
  + \_0\_\_\_ resignations
* 1 open position for Health Policy Analyst
* David Stephens won the Employee of the Year award
* Kerri Lopez has been employed by the NPAIHB for 15 years
* Background checks were conducted for all new staff and the temp.
* There was discussion about adding an Employee Recognition section to the Program Operations manual. It was decided that the proposed policy will be reworded and brought to next QBM for review.

Adjourned at 12:35 p.m.