

Blaine County Housing Authority

Public Meeting Minutes

Thursday March 13, 2014
BCHA Conference Room
200 West River Street, Suite 103
Ketchum, ID 93340

Members Present:

Heather Filgate
Rick Davis
Suzanne Miller

Absent:

Carter Ramsay
Chase Hamilton

Staff:

David Patrie, *Executive Director*

1. Call to Order/Approval of Agenda

The meeting was called to order at 12:04 p.m.

2. Comments from the Public

No public was in attendance

3. Discuss BCHA compensation policy, salary ranges and performance evaluation forms.

The committee discussed three topics in the context of making a recommendation to the full board:

1. The need for additional or supplemental compensation policy to complement the stated policy in the BCHA Employee Handbook. The committee will recommend amending the current language in the Handbook so that performance reviews are conducted on or near the employee's anniversary date and that any salary change is effective in the following pay period.
2. The committee reviewed three versions of a performance review form. They will recommend the full board adopt the form with a five-point rating scale and the current BCHA performance rating items supplemented with additional performance areas.
3. The committee will recommend to the full board the following hiring ranges:
 - a. Executive Director, \$55,000 - \$72,625 annually
 - b. Program Administrator, \$35,000 - \$55,000 annually
 - c. Intern / Translator, \$10.00 - \$15.00 hourly

The committee will also recommend that any salary increase will be merit-based and also based on BCHA's financial stability and its budget. Bonuses were considered as part of the committee's recommendation, however a bonus program was not developed and it was

determined the committee will recommend that any bonus will be based on growing BCHA's budget and at the sole discretion of the Board.

David will develop the committee's formal recommendation to the Board and distribute to the committee for approval prior to putting in the Board Packet.

4. Adjournment

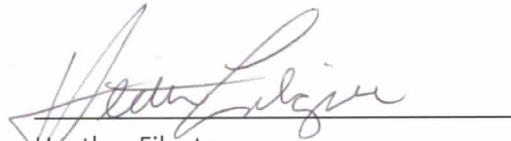
The meeting was adjourned at 1:04 p.m.

Respectfully Submitted by



David Patrie
BCHA Executive Director

Approved by



Heather Filgate
BCHA Chairwoman