

**Escambia Children’s Trust
Personnel Committee
Meeting
August 24, 2023, at 11:00 AM**

Location: 1000 College Blvd., Bldg. 11
Pensacola, FL 32504

MINUTES

Meeting Title:	Escambia Children’s Trust Personnel Committee Meeting		
Date:	August 24, 2023	Time:	11:00 AM
Location:	1000 College Blvd., Bldg. 11, Pensacola, FL 32504		
Chair:	Ms. Tori Woods	Scribe:	Alma Ellis
Participants Present:	<p>Committee Members: Ms. Tori Woods, Ms. Patty Hightower (Z), Ms. Stephanie White, Mr. David Peaden</p> <p>Staff/Advisors: Tammy Abrams, Interim Executive Director, Director of Finance and HR; Kimberly Krupa, Ph.D., Director of Programs and Performance; Meredith Bush, Esq., Legal Counsel; Alma Ellis, Board Liaison and Administrative Specialist; Rick Stone, Programs and Research Coordinator, Michael Moore, Community Engagement Coordinator</p>		
Not Present:			

- **Call to Order**
 - Meeting called to order at 11:02 AM
- **Approval of Agenda**
 - Ms. White motioned to approve the Agenda, Mr. Peaden seconded; all in favor, Agenda approved.
- **Items for Discussion / Recommendation**
 - Interim Executive Director Agreement - The committee discussed salary amounts for the Interim Executive Director. Mr. Peaden recommended preparing an agreement with an annual salary of \$120K for the interim position until such time the position is filled. Salary for the Interim Executive Director will begin on the date the Executive Director was relieved of her duties (August 17, 2023) and will go through Day 1 of the new hire. Ms. White seconded, all were in favor, Legal will prepare an agreement to go before the Board for review.
 - Executive Director Search – After discussion, the Committee directed staff to obtain three written quotes from agencies qualified to advertise, review and recommend qualified candidates to interview for the Executive Director position. Quotes due by noon on September 5, 2023. Staff will present quotes to the Board for review at the September meeting.
 - Lump Sum Severance Pay for Ms. Greer – Ms. Abrams stated that Ms. Greer inquired if a lump sum payment could be made for severance. Ms. Hightower motioned to approve lump sum payment; Ms. White seconded; all were in favor. Ms. Greer will receive a lump sum payment.
 - Ms. Hightower recollected the previous Executive Director was in the process of getting quotes for staff cell phones and asked if staff had received these quotes. One quote has been received and they are

waiting for another. Ms. Hightower moved for the Trust to provide cell phones and cell service for the staff. Ms. Woods seconded; all were in favor. The Committee directed staff to proceed with getting quotes and to bring them to the September Board meeting for review.

- **Public Comments**

- No public comments

- **Adjournment**

- With no further business and no public comments, this meeting was adjourned at 11:33 AM.