



**Minutes of
Enduris Board of Directors
Special Meeting**

December 17, 2018

Enduris Office
1610 S. Technology Boulevard, Spokane, WA 99224

Call to Order: Chair Jeri Sevier called the meeting to order at 9:30 a.m.

ROLL CALL

Board Members Present: Jeri Sevier, Chair; Greg Brizendine, Vice Chair; Vicki Carter, Board Member; Noel Hardin, Board Member; and Patsy Martin, Board Member. Kim Bedier present by phone for portion of meeting.

Others Present: Cheryl Duryea, Enduris General Counsel; Rafaela Ortiz, Enduris Chief Operating Officer; Sheryl Brandt, Enduris Chief Risk Officer; and Joy Jelsing, Enduris Administrative Assistant.

The Board entered into Executive Session at 9:30 a.m. to review interview questions for the executive director position, which will then follow with an interview with Sheryl Brandt. The meeting reconvened in Open Session at 12:30 p.m.

BEDIER/MARTIN moved that we offer the executive director position to Sheryl Brandt, and to authorize Chair Jeri Sevier and Vice-Chair Greg Brizendine to negotiate salary based on market rates and selective research. Motion carried.

MARTIN/BRIZENDINE moved to amend the motion that we offer the executive director position to Sheryl Brandt effective immediately and that there be some negotiation time for Chair Jeri Sevier and Vice-Chair Greg Brizendine to negotiate a financial arrangement retroactive to today. Motion carried.

The Board requested the following be brought back at the February meeting:

- Share market salary survey data that Ms. Ortiz collects from other insurance pools.
- Provide an analysis of the staffs' compensation package, including salary ranges, merit pay, bonuses, etc.

- Provide options on bonus allocations for the Board to consider and recommendations to adjust the current incentive plan to be more in line with Enduris member entities.
- Analyze sick and vacation accruals to manage the liability on the financials.
- Provide a draft revising the current organizational chart showing proposed changes; Ms. Brandt will meet with each staff member for input.

The Board decided to hold a workshop the day before the February 21 Board meeting to review recommendations set forth from the Board to the Administration, and to review and revise the governing policies.

The Enduris staff was called into the Board meeting for a brief announcement. Ms. Sevier was happy to report the Board has offered Sheryl Brandt the executive director position, which she accepted. On behalf of the Board, she also thanked the staff for all their hard work this past year and appreciated the feedback from the survey, which was helpful in the executive director recruitment process.

EXECUTIVE DIRECTOR EVALUATION

Ms. Sevier presented a draft executive director evaluation form that she and Ms. Ortiz produced for the Board to review and finalize at the February meeting. It is comprised of three components: 1) Outcomes and Evidence, 2) Competencies, and 3) Goals. The incentive pay component is still undetermined and needs to be addressed. Ms. Brandt was given the opportunity to review the form and provide any input before it is finalized at the February meeting.

STAFF COMPENSATION

The Board agreed to postpone this discussion until the Administration provide their recommendations as requested earlier in the meeting.

ADJOURNMENT

Ms. Sevier adjourned the Board meeting at 1:25 p.m.

HARDIN/CARTER moved to adjourn the meeting. Motion carried.



Jeri Sevier, Chair

The Enduris Board meeting minutes are intended to be a reasonable summary of the Board's deliberations and action. The minutes are not a verbatim record of everything said at the meeting. The minutes include all actions taken by the Board.