

**NORFOLK COMMUNITY SERVICES BOARD  
AD HOC COMMITTEE ON EXECUTIVE DIRECTOR PERFORMANCE  
EVALUATION & COMPENSATION**

**MINUTES  
August 29, 2011**

225 W. Olney Road, Norfolk, Virginia

**Members Present:**

Lewis J. Taylor, Ph.D., Chair  
Kathy Weaver, Secretary  
Capt. Henry Conde, Ret.  
Capt. Neil Walsh, Ret.

**Staff Present:**

Robert Horne, Corp. Compliance Officer/Board Clerk

**Advisors Present:**

Comprising a quorum of the members of the Ad Hoc committee of the board

**Absent:**

**Call to Order**

The meeting of the Ad Hoc committee was called to order by the Chair at 8:15 a.m.

The Chair shared that this was an initial planning meeting of the committee to discuss the issue of executive compensation and develop a report to present the committee's findings to the Board of Directors. The proposed agenda includes:

- 1) How to revise the procedure for evaluating the Executive Director to make it a more formal and objective process;
- 2) How to appropriately compensate the Executive Director; and
- 3) The recommendations to the Board of Directors for any changes or modifications to the current process.

Members reviewed copies of the current annual employment contract for the Executive Director, attached supporting documents, and §37.2-504 of the Code of Virginia. There was general discussion of development of a timeline for the completion of this process. A review of assignments was made for the next meeting of the Ad Hoc committee. It was proposed that the committee make a report to the Board of Directors no later than the November meeting of the Board of Directors.

**Adjournment**

The next meeting will be held on Thursday, October 6, 2011, at 8:00 a.m. at the Olney Road location.

The Chair adjourned the meeting at 9:47 a.m.

Respectfully submitted,

Kathy Weaver  
Secretary

KW/rah