



DRAFT

Chief Administrative Officer Performance Evaluation Policy Committee (CAOPEP) Minutes of a Regular Meeting

Date: May 5, 2025
Location: Electronic Zoom Meeting

Members Present: Laura Patrick, CAOHC Committee Chair; Islands Trust Council Chair
Tobi Elliott, Executive Committee Vice-Chair
David Maude, Executive Committee Vice-Chair
Kristina Evans, Trust Programs Committee Chair
Sue Ellen Fast, Financial Planning Committee Chair
Judith Gedye, Governance Committee Chair
Laura Patrick, CAOPEP Committee Chair; Islands Trust Council Chair

Staff Present: Rueben Bronee, Chief Administrative Officer
David Marlor, Director, Legislative Services
Corlynn Strachan, Executive Administrative Assistant/Recorder

1. CALL TO ORDER

Chair Patrick called the meeting to order at 9:01 a.m. and acknowledged that members were working broadly across Coast Salish territory.

2. APPROVAL OF AGENDA

By general consent the agenda was adopted as presented.

3. MINUTES OF PREVIOUS MEETING

3.1 Chief Administrative Officer Performance Evaluation Policy (CAOPEP) Committee Draft Minutes of April 7, 2025

By general consent the Chief Administrative Officer Performance Evaluation Policy Committee Minutes of April 7, 2025, were adopted as presented.

3.2 Chief Administrative Officer Performance Evaluation Policy (CAOPEP) Committee Draft Minutes of January 13, 2025

By general consent the Chief Administrative Officer Performance Evaluation Policy Committee Minutes of January 13, 2025, were adopted as presented.

4. FOLLOW UP ACTION LIST

Received for information.

5. BUSINESS

5.1 Chief Administrative Officer Performance Evaluation Policy - Request for Decision

Director Marlor presented the request for decision and reviewed suggested changes to the policy.

The Committee discussed changes to policy wording on scheduling, final evaluation endorsement by Trust Council, and rewording section 9.2 regarding disciplinary action.

CAOPEP-2025-009

It was MOVED and SECONDED,

that the Chief Administrative Officer Performance Evaluation Policy Committee request staff to amend draft Policy 2.5.1. Section 1.2.4 by adding the words “in April” following the word “annually”.

CARRIED

CAOPEP-2025-010

It was MOVED and SECONDED,

that the Chief Administrative Officer Performance Evaluation Policy Committee request staff to amend draft Policy 2.5.1. by adding a new section 1.2.5 that reads “the final evaluation of the Chief Administrative Officer will be endorsed by Trust Council and then signed by the Chair, the Vice-chair, and the Chief Administrative Officer”.

CARRIED

CAOPEP-2025-011

It was MOVED and SECONDED,

that the Chief Administrative Officer Performance Evaluation Policy Committee request staff to amend draft Policy 2.4.1. by rewording section 9.2 to read “to coordinate discipline actions associated with the Chief Administrative Officer, after the initial six-month probationary period, in consultation with the Chief Administrative Officer Performance Evaluation Committee as required”.

CARRIED

CAOPEP-2025-012

It was MOVED and SECONDED,

that the Chief Administrative Officer Performance Evaluation Policy Committee forward the attached draft Trust Council “Policy 2.5.1 Chief Administrative Officer Performance Evaluation” Request for Decision to Trust Council as amended.

CARRIED

6. NEW BUSINESS

None.

7. CLOSED MEETING

None.

8. RISE AND REPORT

There was no rise and report.

9. NEXT MEETING

The next meeting is scheduled for Monday, June 2, 2025, from 9:00 a.m. to 11:00 a.m.

10. ADJOURNMENT

By general consent the meeting adjourned at 10:10 a.m.

Laura Patrick, Chair

Certified Correct

Corlynn Strachan, Executive Administrative Assistant

Minutes are not official until adopted at a subsequent meeting.