**Teen Advocacy Coalition**

**Board Meeting Minutes**

**Special Session**

**August 11, 2016 @ 10:00 AM– 11:30 PM**

**GHC Riverview Education Center**

In Attendance:

Donna Hallock (DRC),Kent Smaciarz (GHC/TAC), Lyndsey Owen (RHS/TAC) (Called In), Bob Caetano (WBH/TAC), Sharon Block (DOH/TAC), Emily Popovich (TRL/TAC)

1. Discussed Performance of Melissa Cornwell, Project Coordinator over last several weeks
   1. Melissa is still in probationary period. Bob read WBH policy concerning probationary period which lasts up to six months. Employee or WBH have the right to terminate employment without advance notice.
   2. Bob talked about current issues related to communication. Bob read e-mail and document sent to Melissa which attempts to resolve issues where there might be lack of good communication.
   3. Lyndsey reported that Melissa had talked to her about communication issues after the Board retreat.
   4. Board discussed communication issues. They agreed that it should work both ways. They had some concerns about Melissa’s communication skills too.
2. Discussed Performance of Melissa Cornwell during week of August 1st – 5th
   1. Melissa did not come to the office during the week because she was going to work at the Willapa Harbor Festival the next weekend and because she had injured herself outside of work. She communicated by e-mail that she would be able to make it to the festival.
   2. On the first day of the festival, Sharon and Tanya Schiller were there to set up. Melissa’s husband brought the promotional materials and told Sharon that Melissa had a concussion. Sharon asked Melissa’s husband to take the materials back home. Because Melissa was not available, and because there was a lack of volunteers to man the table over the weekend, Sharon decided that TAC needed to pull out of the festival. Sharon felt it was a missed opportunity for TAC.
   3. The Board felt that Melissa was responsible because she did not have enough volunteers and she did not cover the table herself, which would have been part of her job.
3. Discussed the termination of Melissa as Project Coordinator
   1. Donna said that we should ask the following questions: If the communication issues were resolved, would we still keep Melissa? Does the Board think that Melissa really wants the job?
   2. Comments from various Board members included the following: She should have been at the festival as part of her job. She has an issue with taking direction. The communication issue is unresolvable. Melissa is not really happy about the job. The Board is very interested in the Responsible Retailer Program, but Melissa gave the opposite impression to those on the committee.
   3. The Board voted unanimously to terminate Melissa. Donna suggested that the conversation with Melissa include the following: “It appears that you are not a fit and that it appears that you are unhappy with the job, and the issues cannot be fixed.”
4. Other Items
   1. The Board discussed the role of the Project Director and whether or not it should be changed.
   2. The Board discussed Tanya’s role as Administrative Assistant
   3. The Board discussed other possible candidates.
   4. Lyndsey said that she would take responsibility for Americorps interviews and the Peer Helper Retreat planning. She was already near Melissa’s house, so she volunteered to collect items from Melissa and notify Melissa about the termination. (After Lyndsey talked to Erin Kirby, WBH HR Director, Lyndsey did not go see Melissa.)

“Our vision is for all teens in Willapa Harbor Communities to

be healthy, safe, and valued.”