

**Minutes  
Personnel Committee  
Board of Health for Madison Dane County  
December 13, 2007 at 4:30 pm  
Water Utility, 119 E. Olin Ave., Conference Room C**

**Present:** Lauren Cnare, Bill Sonzogni, & Linda Oakley (Chair)

**Other:** Cathie Swee (recorder), Alan Schwartzstein

**I. Call to Order/Roll Call**

Meeting called to order at 4:40 pm.

**II. Public Comment – 3 Minutes per Speaker**

None.

**III. Approval of the minutes – November 1, 2007**

Minutes were approved. Sonzogni motioned and Cnare seconded. All in favor.

**IV. Finalize the director's performance review procedure  
Closed Session from pm to pm**

Oakley said that the Committee would go into closed session to review the received evaluation forms, review areas of concern and improvement, and revise her prepared draft summary. The closed session was called at 4:45 pm and ended at 6:24 pm.

**V. Plan for Next Meeting**

A closed meeting session is planned for January 17, 2008 to finalize the evaluation summary. Sonzogni motioned to accept and Cnare seconded.

**VI. Adjournment**

The meeting was adjourned at 6:25 pm. Cnare motioned to adjourn and Sonzogni seconded.