



STATE OF TENNESSEE  
**TENNESSEE COMMISSION ON CHILDREN AND YOUTH**

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**PERSONNEL COMMITTEE**

TCCY Library

Andrew Johnson Tower, Ninth Floor

Thursday, February 22, 2007

11:00 noon

**MINUTES**

Committee Members Present

Cindy Durham, Acting Chair

Tim Goldsmith

Marti Herndon (11:25 a.m.)

Trudy Hughes

Jerry Maness

Committee Members Absent

Sue Pilson, Chair

Staff Present

Linda O'Neal, Executive Director

Acting Chair Cindy Durham called the meeting to order at 11:08 a.m.

I. Approval of November Minutes

**MOTION BY HUGHES, SECONDED BY GOLDSMITH, TO APPROVE  
NOVEMBER 2006 PERSONNEL COMMITTEE MINUTES. UNANIMOUS**

II. Personnel Update – Linda O'Neal

O'Neal provided a personnel update. The agency continues to work on communication issues. A new administrative secretary for the Children's Program Outcome Review Team, Sandra Decker has been hired and will begin March 16. Interviews have been held for the Southeast regional coordinator, and follow-up interviews have been held or are scheduled. It may be necessary to advertise the position.

III. TCCY Succession Plan – Cindy Durham

The Committee reviewed the Center for Nonprofit Advancement guideline for a draft emergency succession plan provided by Pilson. The executive committee would authorize implementation of emergency succession provisions. Goldsmith suggested identifying any needed training by the person named to be acting director in an emergency to provide easier agency oversight. Cindy Durham will prepare a draft succession plan and circulate it to the committee for approval. If the Commission approves at its meeting, it will then be submitted to the full Commission for approval via email.

**BY CONSENSUS, THE COMMITTEE AGREED THAT PAM BROWN SHOULD BE NAMED AS ACTING DIRECTOR IN THE EVENT OF EMERGENCY SUCCESSION.**

IV. Other Business

There being no further business, the committee adjourned at 11:38.

Minutes Submitted by:

Minutes Approved by:

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Linda O'Neal  
TCCY Executive Director

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Cindy Durham, Acting Chair  
Personnel Committee

HDRIVESHAREDFILES/COMMISSION/MINUTES