



PERSONNEL COMMITTEE MEETING MINUTES

Date: October 2, 2019

Time: 5:00pm

Members:

Mary Smith- Chair
Loretta Broomfield
Susan Pennington
Josh Short
Charlene Topel
Leslie Bednar, Staff
Dominique Granger, Staff

Call to Order

5:01 p.m.

Roll Call

Members present: Mary Smith, Loretta Broomfield, Josh Short

Others present: Dominique Granger

Approval of Minutes

Josh Short motioned to approve the August 2019 minutes. Loretta Broomfield seconded.
Motion carried.

Unfinished Business

Job Description Changes

Dominique Granger reminded the committee of the changes that will be coming to job descriptions throughout the organization. The explanation was so that the organization can ensure that all skills are utilized to the fullest so that the needs of IHLS are met.

New Business

Committee Charge

Dominique Granger read over the charges of the committee: To review position descriptions and staffing requirements of the System and to review and update the personnel code of the System. A plan was put in place to begin working to review the current Personnel Code in its entirety.

Cannabis in the Workplace

Dominique Granger explain to the committee that the document that was received was a policy that was very much in its infancy. Dominique explained the law and what that meant for different positions within IHLS and the ways that the system could go about maintaining a Drugfree Workplace. It was agreed upon by all parties that the committee will review the policy multiple times before January 1, 2020 to ensure IHLS is left with a robust and versatile document for future years.

Public Comment

None

Announcements

None

Adjournment

Josh Short motioned to adjourn. Loretto Broomfield seconded. Motion carried. Adjourned at 5:31 p.m.