

## **PERSONNEL COMMITTEE MEETING MINUTES**

Date: February 11, 2021

Time: 5:00 p.m.

### **Call to Order**

Josh Short called the meeting to order at 5:00 p.m.

### **Roll Call**

Members present: Tina Hubert, Chastity Mays, Lupe Mejia, Josh Short, Charlene Topel

Others present: Leslie Bednar, Jill Trevino

### **Public Comment**

None

### **Approval of Minutes**

Tina Hubert motioned to approve the October 6, 2020 minutes. Chastity Mays seconded.  
Motion carried.

### **Unfinished Business**

None

### **New Business**

#### Human Resources Updates

Jill Trevino provided an update on her activities as IHLS COVID Coordinator, including the organization's adherence to the Families First Coronavirus Relief Act (FFCRA) and payments to staff when they are off work due to the virus. She also discussed the current part-time opening for an HR assistant.

#### IHLS Benchmarking Project

IHLS has contracted with HR Source for consulting work on a Benchmarking Project. This will provide the leadership team with an analysis of organization pay levels; an assessment of all position descriptions regarding FLSA (Fair Labor Standards Act) Status (i.e. hourly or salaried); and a compensation structure based on evaluation of marketplace data.

#### Diversity Policy

As we are completing our review of the IHLS Personnel Code, we are looking for policies that should be included. We wanted to begin with a Diversity Policy, primarily out of our staff bystander intervention training and its focus on respect for all. Motion to accept Respect for

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**IMAGINING TOMORROW ~ DELIVERING POSSIBILITIES TODAY!**

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Diversity Policy and move to Executive Committee for consideration by Lupe Mejia. Tina Hubert seconded. Motion carried.

**Public Comment**

None

**Announcements**

Leslie Bednar shared that the IHLS Delivery Working Group has recommended a move to a 2-day materials quarantine period down from the current 3-day period.

**Adjournment**

Tina Hubert motioned to adjourn. Chastity Mays seconded. Meeting adjourned at 5:24 p.m.