

PERSONNEL COMMITTEE MEETING MINUTES

Date: March 11, 2021

Time: 5:00 p.m.

Call to Order

Tina Hubert called the meeting to order at 5:07 p.m.

Roll Call

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

Member absent: Charlene Topel

Others present: Leslie Bednar, Jill Trevino

Public Comment

None

Approval of Minutes

Lupe Mejia motioned to approve the February 11, 2021 minutes. Chastity Mays seconded. Motioned carried.

Unfinished Business

IHLS Benchmarking Project

Jill Trevino provided an update on the project for the committee. All position descriptions and current staff compensation information have been shared with HR Source. The research is approximately 50% complete and on schedule.

New Business

Leslie Bednar shared that all three items in New Business were edited and approved by our legal counsel, Karen Milner, prior to sharing with our leadership team and this committee. This is a different procedure than handbook updates where legal review occurs at the end of the process.

Fraternization in the Workplace Policy

Jill Trevino introduced the draft policy as a component of the updated staff handbook. The policy sets clear expectations for staff regarding employee personal and business relationships.

Love Contract

Jill Trevino reviewed the proposed employee agreement with the committee. In the contract it was recommended to use pronouns and the use of the word “partner” to be inclusive of all.

IMAGINING TOMORROW ~ DELIVERING POSSIBILITIES TODAY!

Employment of Relatives/Family Members Policy

Related to the first two draft policies, Jill Trevino gave an overview of a draft Employment of Family Members policy. It is intended to protect the organization and is a good business practice that aids in providing a healthy work environment.

Motion by Tina Hubert to move forward all three to the Executive Committee with changes. Lupe Mejia seconded. Motion carried.

Public Comment

None

Announcements

None

Adjournment

Chastity Mays motioned to adjourn. Lupe Mejia seconded. Meeting adjourned at 5:34 p.m.