

APPROVED PERSONNEL COMMITTEE MEETING MINUTES

Date: September 13, 2022

Time: 5:00 p.m.

Call to Order

Josh Short called the meeting to order at 5:02 p.m.

Roll Call

Members present: Tiffany Droege, Linda McDonnell, Chastity Mays, Josh Short, Kelley Sullivan

Others present: Jill Trevino

Public Comment

None

Approval of Minutes

A motion and second were made to approve the August 2, 2022, meeting minutes. Motion carried unanimously by roll call vote.

Unfinished Business

None

New Business

Employee Handbook Revisions proposed for January 2023

The HR Director discussed the following changes that need to be made in the Employee Handbook for 2023: the CROWN Act will need to be added which is a law that the governor passed on June 30, 2022 and stands for "Create a Respectful and Open Workplace for Natural Hair." On June 9, Illinois governor J.B. Pritzker signed the Family Bereavement Act that expands leave time requirements to cover pregnancy loss, failed adoptions, unsuccessful reproductive procedures, and other diagnoses or events impacting pregnancy and fertility. Additionally, an update needs to be added to the FMLA policy to include new guidelines for Mental Health Conditions. A revision to an outdated IMRF provision must be made. Additionally, a few tweaks regarding leave policies will be made to be consistent with time off and the increments in which it can be taken. This process includes making the update and having it reviewed by our legal counsel, Karen Milner, before presenting changes to the respective committees and then onto the board for final approval.

Working on Internship with the University of Denver

The HR Director discussed working with Dr. Pamela Thomas, the head of the IHLS Internship Program, about adding the University of Denver to the list of interns that work with IHLS.

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Currently, IHLS has had Interns from the University of Illinois and the University of North Carolina to name a few. Expanding the program would give other MLIS students the opportunity to work with IHLS as part of their curriculum requirements. The HR Director encouraged members to go to YouTube and watch “Spilling the Tea with the CMC,” which will give them insight on what our interns learn as part of our internship program!

Public Comment

None

Announcements

The HR Director announced that IHLS health insurance and benefits are going out for bid on October 1, 2022. The broker will come back to IHLS with several options based on our requirements for the 2023 plan year. IHLS will then make decisions on what plans work for the budget and employee needs.

Adjournment

Josh Short asked for a roll call. A motion and second were made to adjourn. Meeting adjourned 5:09 p.m.