



PERSONNEL COMMITTEE MEETING MINUTES

Date: Oct. 9, 2024

Time: 4:00 p.m.

Call to Order

Kristi Walker called the meeting to order at 4:02 p.m.

Roll Call

Committee Members present: Loretta Broomfield, Kim Dykstra, Kristi Walker

Absent Members: Matt Greider

Other Attendees & Guests: Jill Trevino

Public Comment

None

Approval of Minutes ([Attachment 4.1](#))

A motion and a second were made to approve the September 11, 2024, minutes. Motion carried unanimously by roll call vote.

Unfinished Business

No unfinished business

New Business

New Policies for 2025 IHLS Employee Handbook

These new policies include Compensation Philosophy and Policy, Timecard Submission and Approval Policy, Generative Artificial Intelligence (AI) Chatbot Usage Policy, and Drug-Testing Policy (Random Testing).

The Human Resources Director explained that these proposed policies have been reviewed by the Employee Handbook Team which is composed of various staff to receive different perspectives, Leadership Team, and our Legal Counsel to ensure that our policies meet legal precedence. The committee agreed to have all new policies and edits submitted to the entire board at the November meeting.

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www.illinoisheartland.org ■ 618.656.9401 Fax

Public Comment

None

Announcements

Next month, the committee will be reviewing IHLS Employee Handbook edits of existing policies for 2025.

Adjournment

Adjourned at 4:15 p.m.

DRAFT