



## PERSONNEL COMMITTEE MEETING MINUTES

Date: May 4, 2021

Time: 5:00 p.m.

### Call to Order

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

### Roll Call

Members present: Lupe Mejia, Josh Short, Charlene Topel

Members absent: Tina Hubert, Chastity Mays

Others present: Leslie Bednar, Jill Trevino

### Public Comment

None

### Approval of Minutes

Lupe Mejia motioned to approve the March 11, 2021 minutes. Charlene Topel seconded.

Motion carried.

### Unfinished Business

None

### New Business

#### Staff Handbook – Employee Benefits, Voluntarily Provided by IHLS

Jill Trevino introduced the proposed changes to Holidays and Personal Leave sections of the Personnel Code. A few hours prior to the meeting, IHLS staff inserted additional clarifying language to the proposal. Committee suggested additional language. Ms. Trevino will send the updated version to the committee. Motion to move proposal to Executive Committee by Charlene Topel. Lupe Mejia seconded. Motion carried.

#### IHLS Whistleblower Policy

Ms. Trevino reviewed the draft policy which was vetted by legal counsel. She is working to update the code with all necessary and appropriate policies. Motion to move proposed policy forward to Executive Committee by Lupe Mejia. Charlene Topel seconded. Motion carried.

#### Legal Updates to Current Policies

The current version of the IHLS Personnel Code was last updated on April 27, 2017. Since then, several state and federal laws have been updated. Ms. Trevino proposed sharing the updates

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with the committee via email to avoid a meeting reviewing law and rule. She added that any questions regarding the updates are welcome, and she will happily respond to the committee. Committee members agreed to receipt of the updates in this manner as a way of saving time.

**Public Comment**

None

**Announcements**

Leslie Bednar mentioned that the board traditionally approves IHLS staff holidays in May of each year. She thanked the committee for their consideration of an updated holidays section of the code at this time so any changes could be made at the same board meeting.

**Adjournment**

Lupe Mejia motioned to adjourn. Charlene Topel seconded. Meeting adjourned at 5:37 p.m.