**COLUMBIA COUNTY HEALTHCARE CONSORTIUM**

**MEETING NOTES**

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| **Committee: Personnel** | **Date: February 12, 2016** |
| **Attendees: Art Proper, Theresa Lux, Nancy Watrous, Claire Parde, Aleshia Boyle** | **Facilitator: Claire Parde** |
| **Absent: None.** | **Scribe: Aleshia Boyle** |

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| **TOPIC DISCUSSED** | **SUMMARY OF TOPIC DISCUSSED** |
| Proposed revision to C.A.R.T.S Personnel Qualifications and Assigned Duties Policy | The current policy states, “All Drivers must possess a valid New York State Driver’s License. Prior to hiring, prospective Drivers will be required to provide a copy of their operator’s license at the time of interview and sign a form permitting the agency to obtain a Driver’s License Abstract from the NYS Department of Motor Vehicles. Individuals must possess a clean driving record, free of any moving violations and accidents, in order to be hired as a Driver.” During a recent hire, this policy became problematic, as the candidate, who was otherwise very appealing, had old tickets on his record so that his driving record was not technically “clean.” The Committee agreed to amend the policy to state, “All Drivers must possess a valid New York State Driver’s License. Prior to hiring, prospective Drivers will be required to provide a copy of their operator’s license at the time of interview and sign a form permitting the agency to obtain a Driver’s License Abstract from the NYS Department of Motor Vehicles. Results of the abstract may, at the discretion of the Executive Director, disqualify a prospective Driver from employment”.  Changes to this policy will be proposed at the June 1st Board of Director’s meeting. |
| Proposed Policy 206: Anti-Nepotism Policy | At the Camp Finance conference in October, Claire learned that the New York State Grants Gateway will start requiring organizations to have more policies in place to maintain their prequalification status. One of these policies is an Anti-Nepotism Policy. The agency does not currently have this policy, and it is therefore recommended to add one in the Personnel Manual under Section 2: Employment Policies. The Committee considered a draft Anti-Nepotism Policy, which it will revisit when the Committee meets again in May.  During this discussion, it was agreed that the Employment Application should ask applicants if they have, to the best of their knowledge, any relatives currently employed by the agency. |
| Review current Policy 205.9 Inclusiveness and Diversity and discussion of possible revisions | Another policy that will be required for the agency to maintain its prequalification status is a Diversity Policy. The agency currently has Policy 205.9 Inclusiveness and Diversity under the Code of Ethical Conduct, which states, “CCCHC has a policy of promoting inclusiveness and its staff, board, and volunteers reflect diversity in order to enrich its programmatic effectiveness. CCCHC takes meaningful steps to promote inclusiveness in its hiring, retention, promotion, board recruitment, and constituencies served.” The Committee discussed the possibility of having a more thorough, standalone Diversity Policy; a draft of just such a policy was considered. Ultimately, the Committee decided that it was unnecessary to have a standalone policy. Instead, the Committee agreed to keep Policy 205.9 Inclusiveness and Diversity, but amend it to say, “CCCHC is committed to fostering, cultivating, and preserving a culture of diversity and inclusion. CCCHC takes meaningful steps to promote inclusiveness in its hiring, retention, promotion, board recruitment, and constituencies served.” |
| Next meeting | The next Personnel Committee Meeting is scheduled for **9:00 a.m. on May 13, 2016 at the** **Fireman’s Home**. |