**COLUMBIA COUNTY HEALTHCARE CONSORTIUM**

**MEETING NOTES**

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| **Committee: Personnel** | **Date: November 20, 2015** |
| **Attendees: Art Proper, Theresa Lux, Claire Parde, Aleshia Boyle** | **Facilitator: Claire Parde** |
| **Absent: Angella Timothy** | **Scribe: Aleshia Boyle** |

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| **TOPIC DISCUSSED** | **SUMMARY OF TOPIC DISCUSSED** |
| Proposed revision to Policy 1005: Use of Social Media | At a recent JSEC training staff learned that an employer’s social media policy should state that social media is not used during the hiring process. This provides an extra layer of protection against discrimination claims related to hiring. Accordingly, the proposed revision to this policy adds section 1005.1 Employer Use of Social Media during the Hiring Process. |
| Proposed revisions to Policy 1004: Unlawful Harassment and Policy 1011: Problem Resolution | Through recent experience, administration learned that the current Unlawful Harassment and Problem Resolution policies failed to offer clear guidance to staff. For example, the current Unlawful Harassment Policy has its own reporting procedure that didn’t align with that outlined in the Problem Resolution Policy, causing confusion when there was lack of clarity or agreement about the nature of a complaint. The proposed revisions to these two policies are being suggested to both increase the clarity of each policy as well as the consistency between them. The revised Unlawful Harassment Policy defines harassment, provides illustrative examples, addresses the importance of truthful incident reporting, and directs staff to reference the Problem Resolution Policy should an incident occur. The revised Problem Resolution Policy outlines the steps involved in reporting and resolving problems of any kind.  The Committee members agreed that it is important that all Board members are familiar with the agency’s policies on harassment and the proper procedures for reporting and resolving problems so they may properly respond to a staff member who approaches them with a complaint. |
| Review Plan of work checklist | While attending 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. Aleshia has been in contact with Peter McCarthy at NYCON to identify which policies will be required for the agency to add or amend and she has added them to the Plan of Work checklist. |
| Next meeting | The next Personnel Committee Meeting is scheduled for **9:00 a.m. on February 12, 2015 at the** **Fireman’s Home**. |