**COLUMBIA COUNTY HEALTHCARE CONSORTIUM**

**MEETING NOTES**

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| **Committee: Personnel** | **Date: February 27, 2015** |
| **Attendees: Art Proper, Karyn Dornemann, Theresa Lux, Claire Parde, Aleshia Boyle** | **Facilitator: Claire Parde** |
| **Absent: None** | **Scribe: Aleshia Boyle** |

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| **TOPIC DISCUSSED** | **SUMMARY OF TOPIC DISCUSSED** |
| Employee Policies Regarding Working With Youth | The Personnel Committee discussed the need for policies pertaining to working with youth now that the Consortium has the Reality Check Program. Claire introduced a first draft of these policies, which were drawn from sample policies collected from other agencies. These draft policies were written in a way that was specific to Reality Check, the only program currently at the Consortium involving youth. However, the Committee recommended that these policies should be made more general, and located in the Personnel Manual, in case other youth programs are added at a later date. Any other material, such as forms, that are specific to the Reality Check Program can be put into a Program Standard Operating Procedures Manual. Aleshia and Claire will work together to create a general youth policy for the Personnel Manual with the intent to submit it the Personnel Committee in May and to the Board in June. |
| Volunteer Policies | Claire also submitted a first draft of volunteer policies to the Committee. Since this, too, was specific to Reality Check volunteers, the guidance from the Committee was similar: expand it to include all volunteers working with any vulnerable population. The Committee also recommended conducting background checks for those that are volunteering on overnight trips (but not day trip events). Another suggestion was to create a set of expectations for volunteers. This would define their role, the level of commitment required, and general duties. Members of the Committee recommended reaching out to schools to see what volunteer policies they have in place. Claire and Aleshia will work with the Personnel Committee on these policies with the intent of bringing them to the Entire Board for approval in June. |
| Next meeting | The next Personnel Committee Meeting is scheduled for **May 8th, 2015** at the **Fireman’s Home**. |