**COLUMBIA COUNTY HEALTHCARE CONSORTIUM**

**MEETING NOTES**

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| **Committee: Personnel** | **Date: May 8, 2015** |
| **Attendees: Art Proper, Theresa Lux, Angella Timothy, Claire Parde** | **Facilitator: Claire Parde** |
| **Absent: Karyn Dornemann, Aleshia Boyle** | **Scribe: Claire Parde** |

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| **TOPIC DISCUSSED** | **SUMMARY OF TOPIC DISCUSSED** |
| Youth Policy | The members reviewed and approved a second draft a new policy regarding working with youth. With one amendment to ensure that the Adult to Child Ratios outlined in the policy are identified as suggestions, rather than requirements, the Committee will recommend adoption of this policy by the Entire Board at its next meeting in June. |
| Volunteer Policy | The members reviewed and approved a second draft of a new volunteer policy. The Committee will recommend adoption of this policy by the Entire Board at its next meeting in June. |
| Revisions to the Personnel Qualifications and Assigned Duties Policy | The members reviewed proposed revisions to the Personnel Qualifications and Assigned Duties Policy from the C.A.R.T.S. Policies and Procedures Manual. The proposed changes include the insertion of new language pertaining to road tests and periodic observations of drivers, as well as some grammatical fixes. The Committee will recommend amending the policy to the Board at its next meeting in June. |
| Next meeting | The next Personnel Committee Meeting is scheduled for **9:00 a.m. on August 14, 2015** **at the** **Fireman’s Home**. |