**COLUMBIA COUNTY HEALTHCARE CONSORTIUM**

**MEETING NOTES**

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| **Committee: Personnel** | **Date: September 11, 2015** |
| **Attendees: Art Proper, Theresa Lux, Angella Timothy, Claire Parde, Aleshia Boyle, Lisa Thomas** | **Facilitator: Claire Parde** |
| **Absent: None.** | **Scribe: Aleshia Boyle** |

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| **TOPIC DISCUSSED**  | **SUMMARY OF TOPIC DISCUSSED** |
| Determining location for Youth and Volunteer Policies | At the June 3rd Board of Directors meeting where the Youth and Volunteer Policies were approved, the Board asked the Personnel Committee to consider whether these policies should exist outside of the Personnel Manual. The Committee first agreed that these policies are relevant to personnel because they provide guidance to and set expectations for personnel. The Committee also acknowledged that the Personnel Manual is the main reference document for staff, containing nearly all policies relevant to staff and a significant amount of guidance on operational issues. In view of these considerations, the Committee decided to put the new Youth Policy and Volunteer Policy in the Personnel Manual. The Committee did recommend that Admin Staff begin to create a Standard Operating Procedures Manual that will encompass the Personnel Policies, but also include guidance about administrative functions, program operations, compliance, etc.  |
| Plan of work | Claire, Lisa, and Aleshia have been attending the JSEC trainings offered at Columbia-Greene Community College throughout the year. Following each session, the group convenes to discuss what they have learned, identify opportunities for improvement, and devise and an action plan, which is divided into four categories: process work, paper work, practice work, and policy work. Claire shared this plan of work with the Committee, identifying the items that have already been completed and those that are pending.  |
| Proposed revision to Policy 301: Employment Applications  | Since the Consortium does not have a Human Resources Coordinator, policies 301.5 and 301.4 were amended to replace any reference to “Human Resources Coordinator” with “designated staff member” in order to eliminate any confusion. Policy 301.6 Pre-Employment Forms Retention was added to outline the retention schedule for documents acquired prior to employment. |
| Proposed revision to Policy 305: Restricted Access to Personnel Files | From the JSEC trainings, Claire, Lisa, and Aleshia learned that applications, resumes, and references should be kept in a separate Pre-Employment File, rather than in an employee’s Personnel File and/or Medical/Confidential File. As a result, Aleshia created a Pre-Employment File in which she deposited any pre-employment materials found in existing employees’ Personnel and Medical/Confidential Files. Policy 305.1 was amended to eliminate any reference to Personnel Files containing job applications, resumes, and proof of educational credentials, but added that fitness for duty paperwork and ADA details would be maintained in the Medical/Confidential File. |
| Proposed revision to Policy 806 Internet and Technology Use  | The first bullet point was changed to say “Promoting, selling, or buying products or services that are unrelated to CCCHC’s business.” Furthermore, a section on Remote Access was added to address the issue of staff requesting remote access capabilities. This policy simply states that unless explicitly granted by the Executive Director, employees may not have remote access to the agency’s network, servers or shared drives. |
| Proposed revision to Policy 1002: Confidentiality Policy  | The Procedures of Protected Health Information and Protected Identifying Information was renumbered section 1002.1. Furthermore, a Breach Policy was added as 1002.2. Although the Consortium is not considered a Covered Entity, it is recognized that a Breach Policy should be in place in case the agency should have one.  |
| Proposed revision to Policy 1009: Gifts and Gratuities | A simple revision was made to remove “Administrative Assistant” and instead say “Executive Director or his/her designee,” as this better reflects our actual procedure for collecting and reporting donations. |
| Staff Changes  | Claire reported to the Committee that the Communications Specialist Position will not be filled. The position, vacated by Duane Jordan back in June, has proved to be unnecessary in fulfilling the Tobacco Program’s functions. A part-time Program Assistant may be needed in the future, but Claire and Karen dePeyster want to see that there is a real need for one before hiring for that position. |
| Advisor:Employee on Short Term Disability | Claire reported that a staff member has been out on short term disability since the beginning of August, following an absence using paid time off for most of the month of July. Claire advised the Committee that she and other staff are familiarizing themselves with the rules pertaining to ADA disability accommodation requests, as this is expected upon the employee’s return (anticipated in late September). One such accommodation may be a reduced work schedule; another may be unpaid leave, provided this is requested. The Committee advised Claire that the performance expectations should be made clear, with regular monitoring and evaluation during this transitional period. |
| Next meeting | The next Personnel Committee Meeting is scheduled for **9:00 a.m. on November 13, 2015 at the** **Fireman’s Home**. |