**COLUMBIA COUNTY HEALTHCARE CONSORTIUM**

**MEETING NOTES**

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| **Committee: Personnel** | **Date: May 13, 2016** |
| **Attendees: Art Proper, Theresa Lux, Nancy Watrous, Claire Parde, Aleshia Boyle** | **Facilitator: Claire Parde** |
| **Absent: Nancy Benz** | **Scribe: Aleshia Boyle** |

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| **TOPIC DISCUSSED** | **SUMMARY OF TOPIC DISCUSSED** |
| Proposed Policy 206: Nepotism Policy | The committee revisited a draft Nepotism Policy that is now required for the organization to maintain its prequalification status on the New York Grants Gateway. With no questions or concerns, the committee agreed to bring this policy to the next Board meeting on June 1st. |
| Proposed Policy 207: Minority and Women Owned Business Enterprises Policy | Another policy required by the New York Grants Gateway is a Minority and Women Owned Business Enterprises Policy. The committee reviewed a draft Minority and Women Owned Business Enterprises Policy and had no concerns. The policy will be brought to the next Board meeting for approval. |
| Review recommended revisions to Policy 203: Disability Accommodation | Following the last JSEC training, Claire, Lisa Thomas, and Aleshia learned that the current policy was pretty vague and should be expanded to offer more guidance on reasonable accommodations. John Bagyi, an Attorney at Bond, Schoeneck & King, provided sample language to be used. The committee agreed to make minor revisions to the proposed changes for clarity. It was also recommended that Aleshia reach out to John Bagyi to see if there should be specific language to include the developmentally disabled. After making the suggested changes, the committee agreed to bring this policy to the upcoming Board meeting. |
| Review recommended revisions to Policy 501: Timekeeping | The committee reviewed minor revisions to the agency’s policy on timekeeping. Policy 501.2 was revised to offer clear guidance to staff on properly recording and reporting time worked. With no questions or concerns, the committee agreed to bring this policy to the upcoming Board meeting for approval. |
| Review recommended revisions to Policy 503: Pay Deductions | Also stemming from the last JSEC training, it was learned that the agency should include safe harbor language pertaining to exempt employees on proper pay deductions. Reviewing the current policies, it was clear that the agency’s Policy 502: Payday and Policy 503: Pay Deductions could be combined to become Policy 502: Payroll. After combining both policies, language was added regarding pay for non-exempt staff and pay for exempt staff, as well as what deductions are allowed for exempt employees. The committee agreed with the revisions and the policy will be brought to the upcoming Board meeting for approval. |
| Review recommended revisions to Policy 603: Bereavement Policy | Revisions to this policy were made to allow eligible employees three days of paid leave within two weeks of the date of death, rather than three *consecutive* work days. The committee agreed to these revisions and approved them to be brought to the upcoming Board meeting. |
| Review minor revisions to Policy 1004: Unlawful Harassment, Policy 201.1 Equal Employment Opportunity, and Policy 402.4: Performance Deficiencies | Revisions were made to Policy 1004: Unlawful Harassment and 201.1: Equal Employment Opportunity to add additional protected classes. A revision to Policy 402.4: Performance Deficiencies was made to correct an error in referencing the Problem Resolution Policy, which is Policy 1011, not 1012. With no questions or concerns, the committee agreed to bring these minor revisions to the upcoming Board meeting. |
| Review of Plan of Work Checklist | Finally, the committee reviewed the Plan of Work Checklist to see what work has been accomplished and what work remains to be completed. |
| Next meeting | The next Personnel Committee Meeting is scheduled for **9:00 a.m. on August 12, 2016 at the** **Fireman’s Home**. |