**COLUMBIA COUNTY COMMUNITY HEALTHCARE CONSORTIUM, INC.**

**MEETING NOTES**

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| **Committee: Personnel** | **Date: September 16, 2016** |
| **Attending members: Art Proper, Theresa Lux, and Nancy Benz** | **Staff Facilitator: Claire Parde** |
| **Absent members: Nancy Watrous** | **Staff Scribe: Aleshia Boyle** |

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| **TOPIC DISCUSSED** | **SUMMARY OF TOPIC DISCUSSED** |
| Review of updated Policy: 601 Employee Benefits | The committee reviewed a minor revision to Policy 601: Employee Benefits, which replaced the old IRA Retirement Account benefit with the new 401(k) Profit Sharing Plan. With no questions or concerns, the Committee agreed to bring this revision to the next Board meeting on October 5th. |
| Review of draft memo to alleged wrongdoer | It was learned at a recent JSEC training that it is best practice to issue a memo towards an alleged wrongdoer in an investigation that states the agency’s policy against retaliation and pledges discretion without the promise of confidentiality. The committee determined that this memo should be given to the person with the complaint as well as the alleged wrongdoer. It was also agreed that there should be an attestation attached to the memo for both to sign and return for maintenance in their respective Personnel files. Finally, it was agreed that this memo should come from the Executive Director. |
| Discussion on draft Continuity of Operations Plan | The New York State Grants Gateway will eventually require a Continuity of Operations Plan. The committee discussed a draft plan at length. To accompany this plan, Aleshia will create a master list of all key contacts including vendors, board and staff members, and contract managers. This list will also include all of the agency’s insurance policies, account numbers, and contracts. The committee will revisit this draft at its next meeting on November 11th. |
| Personnel Update | Claire stated that there have been three staff that have been converted to non-exempt as a result of the new overtime rules. The conversion had little effect on the staff as they conducted themselves like non-exempt employees anyway. Full-time Navigator, Kim Martens, has taken a position at the Office for the Aging. She left the agency on September 6th. Her position has been filled by part-time Navigator, Kelly McGiffert. This left an opening for a part-time position, but that has been filled internally by Taylor Wenk, who now works two days/week for NYConnects as an I&A Specialist and three days/week for the Navigator Program as a Navigator. Finally, Susan Ortabas, the Program Assistant who sits at the front desk and answers phones, has been out since September 12th following a knee replacement. She is expected to be out for four to six weeks. The staff has been covering the front desk and answering phones while Susan is recovering at home. |
| Discussion of short-term disability procedures | The committee discussed the agency’s policies and practices regarding short term disability. The current policy states that before an employee can be eligible for short term disability, they must exhaust all of their paid time off (PTO). A suggestion was made to amend the policy to make it possible for employees to tap into the NY State Disability Program immediately after the seven day waiting period concludes (that is, allow for the use of PTO and the STD benefit to be concurrent rather than sequential). This would make it possible for staff absent due to a short term disability to start receiving disability pay before their PTO is exhausted, and use PTO to supplement the disability benefit. In this scenario, staff could receive full pay until their PTO is exhausted. Claire will speak with Fiscal Manager, John Ray, about this. |
| Review 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 November 11, 2016 at the** **Fireman’s Home**. |