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

**MEETING NOTES**

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| **Committee: Personnel** | **Date: January 13, 2017** |
| **Attending members: Art Proper, Theresa Lux** | **Staff Facilitator: Claire Parde** |
| **Absent members: Nancy Watrous** | **Staff Scribe: Aleshia Boyle** |

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| **TOPIC DISCUSSED** | **SUMMARY OF TOPIC DISCUSSED** |
| Continue discussion on Policy 901: Disability Leave and Policy 902: Unpaid Leave of Absence | After a lengthy discussion, the Committee agreed to make minor revisions to 901: Disability Leave, but leave Policy 902: Unpaid Leave of Absence unchanged. To keep the two policies consistent with each other, language in Policy 901.4: Waiting Periods for Disability Benefits and the use of Paid Leave was changed to say, “Employees may be required to use pooled time off during the seven-day waiting period at the outset of a period of short-term disability.” The language “elect to” was removed in Policy 901.6: Salary & Benefits During Leave to say, “Employees who use paid leave during the seven-day waiting period at the outset of a period of short-term disability are entitled to salary and earned benefits for the length of the paid leave used.” Finally, language was added to Policy 901.7: Continuation of Coverage During Leave to clarify that CCCHC will continue to provide insurance benefits during a short-term disability period.  With all of the revisions made, the Committee agreed to bring the new policy to the next Board meeting on February 1st. The Committee also agreed to pick the policy back up in early fall to discuss the option of allowing employees to use their PTO while also receiving disability benefits during a short-term disability period, which would give them the option of receiving full pay until they exhaust all of their PTO. This entails reaching out to the third party carriers and getting quotes on how much the premiums would increase if such a thing were allowed. |
| Personnel Update | Today is Aleshia’s last day at the Consortium. The agency is re-advertising for her position under a new title listed as Office Manager. The old title, Administrative Assistant, didn’t convey to candidates the kind of key position it is, and the hope is that this search will bring about the right candidate. Fiscal Clerk, Lorraine Deyo, has left the agency effective December 31st. Therefore, the agency is also looking for a part-time Accounting Clerk. Finally, Susan Ortabas is expected to be out again in February for a period of time following a second knee replacement. |
| Next meeting | The next Personnel Committee Meeting is scheduled for **9:00 a.m. on May 12th at the** **Firemen’s Home**. |