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

**MEETING NOTES**

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| **Committee: Personnel** | **Date: August 11, 2017** |
| **Attending members: Art Proper, Nancy Watrous, Theresa Lux** | **Staff Facilitator: Claire Parde** |
| **Absent members: None** | **Staff Scribe: Claire Parde** |
| **TOPIC DISCUSSED**  | **SUMMARY OF TOPIC DISCUSSED** |
| Review of draft Policy 607: Paid Time Off for Cancer Screening  | Claire presented a draft policy that provides for 7 hours of Paid Time Off for the express purpose of obtaining cancer screening (see draft Policy 607, attached). If approved, the policy would have an effective date of January 1, 2018. **Theresa Lux made a motion to recommend Policy 607 for approval to the Entire Board. The motion was seconded by Art Proper, and passed.**  |
| Discussion of Paid Family Leave Benefit Program | Claire reported that her team had prepared a draft communication to staff about the Paid Family Leave Benefit Program and a draft Staff Acknowledgement of Withholdings Form in anticipation of starting withholdings on July 1st. However, a lack of clarity around certain key issues, especially whether temporary casual employees (of which the Consortium has many) would be eligible for the benefit and also required to participate (i.e. involuntary withholdings), informed the decision to delay action until such time as more guidance from NYSDOL and others was issued. Team members plan to participate in a training offered by Bond, Schoeneck and King in October, where they hope to receive draft policies, forms, waivers, and memos. Claire also advised the group that the Consortium’s existing personnel policies (e.g. those pertaining to Short Term Disability and Paid Time Off) will also have to be scoured to determine how they may be affected by the introduction of Paid Family Leave. It is likely that several policy revisions will be required.  |
| Staffing update | Claire provided the following Healthcare Consortium staff updates:1. Tara Ellinger has accepted the position of Office Manager and will start work on Monday, August 14th.
2. The search for a Youth Engagement Coordinator for the Tobacco Program continues. Karen dePeyster and Lisa Heintz are scheduled to conduct a second interview with a candidate today. [Subsequent event: This candidate was offered and accepted the position, and will start work on Wednesday, August 23rd]
3. Susan Ortabas is scheduled to retire on September 8th. The search for her replacement will commence shortly.

Claire communicated the challenges that the agency has recently experienced attracting, hiring and retaining staff. Civil service positions, with their higher wagers, richer benefits, and pension plans, has recently lured two talented team members, and unemployment is so low that hiring is more challenging than in the past. The Consortium has compressed its hiring process, understanding that it must move more quickly and nimbly in this “job seekers’ market.” |
| Next meeting | The next Personnel Committee Meeting is scheduled for **9:00 a.m. on at the** **Firemen’s Home**. |