



Human Resource Committee Minutes

July 8, 2020

Attendees: John Morse, Ryan Berry, Tom Duke, Jane Hetzel, Traci Gaynor, Pete Miller, Jason Randall

Staff present Stephen Schaffer, Maggie Leone

Meeting Start Time: 8:33 AM *Microsoft Teams*

Meeting Adjourned: 9:20 AM

Minutes: Approval of June 2020 minutes approved.

The following was discussed:

- Training and Development
 - We had a small new employee orientation on June 15th.
 - We limited the participants to 5 so it will be possible to keep 6 feet apart for social distancing, and participants wore face masks.
 - 3 were interns and 2 were residential. However, both residential staff decided not to take the positions.
 - The next NEO will be the week of July 27th.
- Recruiting / Onboarding /Terminations /Layoffs
 - Residential
 - We are struggling with hiring residential staff. We receive lots of resumes, but many do not show up for interviews.
 - Maggie is doing a salary survey for Western MA non-profits.
 - Education
 - In person school started July 1st
 - Gina reports that things are going very well.
 - Administration
 - Continue to work 50% at home and 50% at the office.
 - Family Support
 - Will resume face to face on July 20th.
- Employee Relations
 - Investigations
 - A 51A was filed at Sharp when a child snuck out his window during 3rd shift and brought back beer. The staff were not doing room check and falsifying the logbook.
 - Both staff received corrective action and a PIP
 - Sharp and Cottage programs managers are on a PIP

- Legal
 - Civil Lawsuit (I.P vs. CSH; retaliation)
 - Nothing new to report.
- Holidays
 - CSH has formed a Racial Justice Committee and is considering adding Juneteenth as an Agency holiday. We are waiting to see if MA will make it an official Holiday.
 - Suggest making it a training day or some other form of recognition
- Policies
 - John will share some attendance polices that he has.

*** August meeting scheduled for 8/5/2020 at 8:30am-Microsoft Teams

Respectfully Submitted,

Maggie Leone, MPA, PHR, SHRM-CP
Associate Director of HR