



Human Resource Committee Minutes

August 12, 2020

Attendees: John Morse, Tom Duke, Jane Hetzel, Gordon Quinn

Staff present Stephen Schaffer, Maggie Leone, Brenda Trierweiler

Meeting Start Time: 8:40 AM *Microsoft Teams*

Meeting Adjourned: 9:20 AM

Minutes: Approval of July 2020 minutes approved.

The following was discussed:

- Training and Development
 - Traci G is conducting a series of trainings on; Race, Diversity and Inclusion for the managers.
 - Chris is re-certifying all staff in Safety Care.
 - We had a NEO the week of July 27th with 5 participants.
 - The next NEO will be the week of September 1st.
- Recruiting / Onboarding /Terminations /Layoffs
 - Residential
 - We continue to struggle with hiring residential staff. We had 5 confirmed for a group interview and 2 showed up.
 - We terminated a residential staff at Sharp for a supported 51A.
 - Education
 - Terminated a Teacher at MPS-BC
 - We hired a SAC for Springfield and an IA for Berkshires.
 - Administration
 - Hiring a HR/payroll Coordinator.
 - Family Support
 - Staffing is stable.
- Employee Relations
 - Investigations
 - The 51A filed at Sharp was supported.
 - The 51A filed at Cottage was unsupported
 - The 51A filed at Start was unsupported.
- Legal
 - Civil Lawsuit (I.P vs. CSH; retaliation)

- Nothing new to report.
- Staffing
 - Our wages are in line with the industry, recruiting is an industry problem.
 - CSH is giving residential staff an extra \$2.00/hr. for every hour worked to encourage staff to show up for work.
- Policies
 - Maggie wrote a vacation certification policy discouraging employee travel to hot-spots and if there is travel to hot spots then we will require employees to get a COVID test before they return.
 - There will be a committee formed to establish a standardized policy for disinfection and masks.

***September meeting scheduled for 9/3/2020 at 8:30am-Microsoft Teams

Respectfully Submitted,

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