



Human Resource Committee Minutes

September 9, 2020

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

Staff present Stephen Schaffer, Maggie Leone, Brenda Trierweiler

Meeting Start Time: 8:35 AM *Microsoft Teams*

Meeting Adjourned: 9:10 AM

Minutes: Approval of August 2020 minutes approved.

The following was discussed:

- Training and Development
 - We have conducted a new employee orientation 3 weeks in a row because of social distancing requirements and the urgent need for staff.
 - Traci continues her Management series on Race and Difference.
- Recruiting / Onboarding /Terminations /Layoffs
 - Residential
 - We hired 4 residential counselors and 2 residential Master's level interns.
 - We are still recruiting for Residential Counselors and Instructional Assistants for the residential programs to assist the kids with remote learning.
 - Education
 - We have several openings for IA and SPED teachers. We lost several teachers at the beginning of the school year.
 - We hired a SAC for Springfield and an IA for MPS/Berkshires.
 - Administration
 - Hired a HR/Payroll Coordinator.
 - Family Support
 - Staffing is stable.
- Employee Relations
 - Investigations-Non to report
- Legal
 - Rebecca Jordanaides-Attorney has 3 depositions to take, should be complete in a month to complete.
 - Erica Cruz-Waiting for response from MCAD
 - Imaghe Paul-Waiting for response from MCAD
- Other

- This is our last meeting with Steve. The committee is extremely appreciative of all the hard work and support Steve has given to the organization over the last several months.
- Steve believes we are getting a “terrific ED” and is excited for the organization.

***October meeting scheduled for Wednesday 10/7/2020 at 8:30am-Microsoft Teams

Respectfully Submitted,

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