



Human Resource Committee Minutes

January 6, 2021

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

Staff present Will Davila, Maggie Leone

Meeting Start Time: 8:30 AM *Microsoft Teams*

Meeting Adjourned: 9:15 AM

Minutes: Approval of December 2020 minutes

The following was discussed:

- Training and Development
 - Maggie completed her management series with the Residential Program Managers.
 - Betty who is new to HR responsibilities attended an Employment Law training series with the Human Service Forum.
 - Maggie continues to attend the HSF and EANE roundtables.
 - We had a virtual new employee orientation in December.
 - There will be a residential retreat this month.
- Recruiting / Onboarding /Terminations /Layoffs
 - Residential
 - We Have an interim management plan for the Cottage. The current APM will take on the role of PM and the SS will become APM and we will reevaluate in 3 months.
 - We hired 7 residential staff last month, but we only have 4 now for various reasons.
 - We changed our recruiting methods to become more aggressive to attract the right candidates; sponsoring jobs, more detail, hiring bonuses, sign on bonuses.
 - We have reimplemented hazard pay for residential staff.
 - We lost all our First Step Interns due to colleges closing and online classes. Also, colleges do not feel comfortable continuing in person internships due to Covid.
 - We are open to any recruiting ideas that the committee has.
 - Education
 - We hired 2 IA's and one Teacher.
 - We still need a Math Teacher.
 - Family Support
 - We hire a Family Support Worker to replace one that quit.

- Foster Care
 - Staffing is stable.
- Administration
 - Monique accepted the role of Finance Director

- Employee Relations
 - We had 3 staff that took FFCRA for childcare that were disgruntled because they did not want to return.
- Legal
 - Rebecca Jordanaides-She agreed to settle for \$20,000 but we have not received the final paperwork yet.
 - Minimum age went up to \$13.50 for 2021.
 - PFMLA policy was approved by the committee.
- Other
 - Jason Randall had to step down from the committee due to ongoing schedule conflicts.

- **February meeting scheduled for Wednesday 2/3/2020 at 8:30am-Microsoft Teams

Respectfully Submitted,

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