



Human Resource Committee Minutes

December 2, 2020

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

Staff present Will Davila, Maggie Leone

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

Meeting Adjourned: 9:05 AM

Minutes: Approval of November 2020 minutes

The following was discussed:

- Training and Development
 - Traci completed her training on Race and Difference for the Managers. There was a positive response from the participants, and we are hoping she will conduct a second session in early March.
 - Maggie continues the 5-part management series for Program Managers. The topic covered so far are CSH Policies, Employee Handbook, Disciplinary Action: Issues and documentation
 - Maggie is completing sexual harassment training for staff this month.
 - Effective December 1st there will be not more in person trainings or meetings regardless of social distancing or masks.
- Recruiting / Onboarding /Terminations /Layoffs
 - Residential
 - We terminated the Program Manager at the Cottage for performance issues.
 - HR will attend a job fair at Mass Hire Holyoke.
 - We hired an Asst. Program Manager at Sharp.
 - We are heavily recruiting for our many open positions in residential.
 - We are currently waiting for a bunch of BRC's to come back so we can hire the applicants.
 - Education
 - All our IA positions are filled in all three schools.
 - We filled the Reading Specialist position at CSDS.
 - We are still in need of 3 Teachers at MPS-BC
 - Family Support
 - Staffing is stable.

- Foster Care
 - Staffing is stable.
 - Administration
 - Monique is Interim Finance Director
 - We hired a temp Senior Accountant

 - Employee Relations
 - Investigations-No investigations, a couple employee complaints from the cottage that have been resolved.
 - Legal

 - Rebecca Jordanaides-She would like to settle for 40,000 and our attorney thinks this is a good offer, we may counteroffer \$20,000 but we need to consult with our agent to see how this will affect insurance rates.
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- **January meeting scheduled for Wednesday 1/6/2020 at 8:30am-Microsoft Teams

Respectfully Submitted,

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