



## Human Resource Committee Minutes

February 3, 2021

**Attendees:** John Morse, Tom Duke, Jane Hetzel

**Staff present** Will Davila, Maggie Leone

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

**Meeting Adjourned:** 9:30 AM

**Minutes:** Approval of January 2020 minutes

The following was discussed:

- Training and Development
  - We had an in-person new employee orientation in the month of January. We had to limit participants to 5 but they were all residential staff.
  - We will continue with more frequent orientations as we are still struggling to staff.
  - Maggie continues to attend the HSF roundtables.
  - Will is beginning a new piece in orientation; Welcome to CSH
  - We will be looking into a new training platform through the Providers Council, but it is expensive.
- Recruiting / Onboarding /Terminations /Layoffs
  - Residential
    - We are hiring but we are losing at a very rapid rate for various reasons.
    - We will explore a new staffing agency for residential staff that are trained.
    - We are now offering a \$500 sign on bonus
  - Education
    - We still need A SPED teacher at CSDS-BC.
    - We hired an internal candidate as a Dean of Students.
    - We hire our inter for SAC
  - Family Support
    - Fully staffed
  - Foster Care
    - Staffing is stable.
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  - Administration
    - Monique is looking for a bookkeeper.

- Employee Relations
    - We must terminate s residential staff for a supported 51A.
  - Legal
    - Rebecca Jordanaides will soon get her settlement check
    - 3 staff have already been approved for the PMFL leave.
  - Other
    - We are looking into a more competitive salary structure for residential staff.
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- \*\*March meeting scheduled for Wednesday 3/3/2021 at 8:30am-Microsoft Teams

Respectfully Submitted,

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