



HR Committee Meeting
Monthly Meeting Minutes

Date: May 11, 2021
To: Memorandum
From: Paige Powell
Subject: Minutes from HR Committee Meeting

The following persons were present where "X" is noted:

BOARD MEMBERS

Holly Ferguson	X
Don Robertson	X

THE CHILDREN'S CENTER REPRESENTATIVES

Rosalind Cutchins, Executive Director	X
Paige Powell, HR Director	X
Crystal Ward, HR Specialist	X

The following guests were present:

Teresa Boyd, Finance

Janet Owen, Director

Agenda

I. Previous Meeting Minutes

- a. Minutes from the previous HR Committee meeting on the following dates were reviewed and approved:
 - June 1, 2020
 - September 16, 2020
 - March 3, 2021
 - April 7, 2021

II. Policies For Review

- a. None.

III. Old Business

- a. None.

IV. New Topics

- a. Review and discussion of FY21-22 budget.
 - Motion: The Board/Policy Council approve the budget as presented.
- b. Discussion regarding testing for marijuana. At this time, no changes to policy or procedures recommended.

V. Topics Held For A Later Meeting

- a. Policies Under Construction

i. 224: Educational Support	xxiii. 291: Performance
ii. 232: Attendance Policy	xxiv. 213: Probationary Period
iii. 234: Paid Leave	xxv. 218: Orientation Checklist
iv. 238: Leave without Pay	xxvi. 229: Compensation for Required Education
v. 242: Employee Medical Policy	xxvii. 243: Tuberculin Testing
vi. 251: Work Schedule	xxviii. 244: Criminal History Record Check
vii. 362: Timekeeping	xxix. 293: Employee Recognition
viii. 416: Volunteer Policy	xxx. 249: Employee Records Policy
ix. 321: Travel Meal Reimbursement	xxxi. 248: Job Reference Request
x. 452: Transportation	xxxii. 252: Employment Application
xi. 264: Employee Exit	xxxiii. 253: Staff Salary
xii. 282: Panel Interview	xxxiv. 254: Sworn Disclosure Statement
xiii. 281: Recruitment and Hiring	xxxv. 261: Resignation
xiv. 117: Reporting Suspected Child Abuse & Neglect	xxxvi. 262: Progressive Discipline: Staff Policy
xv. 878: Impasse	xxxvii. 914: Employee Referral
xvi. 212: Staff Orientation	xxxviii. 265: References to Other Employers
xvii. 235: Family and Medical Leave	xxxix. 217: Substance Abuse
xviii. 241: Employee Registration	xl. 259: Staff Development
xix. 214: Request for Server Logon	xli. 211: EEO
xx. 236: Leave of Absence	xlii. New: Social Media
xxi. 459: Commercial Drivers' Licenses	xliii. 245: Employee Contracts
xxii. 458: Use of Agency Vehicles	xliv. 115: Records Retention

VI. Closing Remarks

- a. Future Meeting Dates:
 - TBD
- b. Meeting adjourned.