

ECLC Work Force Committee

Minutes

June 13, 2019

12:00 p.m.

Members Present

Jessica Crome-Board

Jessica Homolka -Member

Lindsey Hlad-Director

Loren Fitzgerald -Member

Meghan Goding-Assistant Director

Teresa Pearson-Consultant

Roger Pearson, Consultant

Discussion

1. Identify and Prioritize a proposed list of organizational Values to present to the board.
 - Quality
 - Integrity
 - Collaborative relationships
 - Growth/Development
 - Stewardship
2. Reviewed current Employee Handbook and developed revision process.
 - Lindsey and Meghan will divide the handbook into sections and provide suggested section titles to Jessica.
 - Jessica will distribute suggestions to HR leaders for input and suggested modifications
 - Lindsey and Meghan will propose revisions to the current sections and repeat the process for gathering HR leader input and suggested modifications.
 - Process will continue until the hand book is completed in draft format for board consideration at the September meeting.
3. Reviewed the Committee Calendar and proposed completion dates for completion of Work Force Systems and policy and procedure manuals for each system.
 - Staff Development Program-Nov 2019
 - Staff Retention Program-March 2020
 - Employee Hand book draft revisions-Sept 2019
 - Organizational Values-Jul-2019
 - Employee Recruitment Program-Bach Burner
 - Employee Engagement System-Dec 2019
 - Wage & Salary Administration Program-Dec 2019
 - Environmental Safety Program-Feb 2020
 - Employee Communication System-Oct 2019
 - Behavior Standards as part of Employee Handbook-Jul 2019

Next Meeting: July 8, 12:00 Noon