

ECLC Work Force Committee

Minutes

Oct 30, 2019

12:00 p.m.

Members Present

Jessica Crome-Board

Jessica Homolka -Member

Roger Pearson, Consultant

Loren Fitzgerald -Member

Meghan Goding-Assistant Director

Stacie Schmidt-guest

Discussion

- Employee Handbook revisions:
 - The process of revising the handbook will include identifying the various "categories" of sections of handbooks from Good Sam and recommendations from the HR roundtable and ECLC. Meghan will identify those categories that are common to all three sets of handbooks and begin revising those sections first.
- Review of a possible end of year cash bonus for employees
 - The committee and Stacie Schmidt from the Finance Committee reviewed various options and budget impact for either a year end employee bonus or a regular salary adjustment.
 - The committee proposed the following structure and requested the Finance Committee to do a financial impact analysis for the next workforce committee meeting on Nov. 13
 - A onetime bonus payment as a result of positive organizational financial performance during 2019.
 - The amount of bonus pool available is proposed at 1% of 2019 employee compensation
 - Bonus will be paid to each employee on Pay Period ending Dec. 23, 2019.
 - Total bonus pool amount is estimated to be approximately \$5,562
 - Based upon the financial impact analysis provided by the Finance Committee on Nov. 13, the Work Force committee will develop a recommendation to the board.

Next Meeting: NOV 13, 12:00 Noon