

ECLC Work Force Committee

Minutes

May 22, 2019

12:00 p.m.

Members Present

<input checked="" type="checkbox"/> Jessica Mitchell-Board	<input type="checkbox"/> -Member
<input checked="" type="checkbox"/> Jessica Homolka -Member	<input checked="" type="checkbox"/> -Meghan Goding-Assistant Director
<input checked="" type="checkbox"/> Lindsey Hlad-Director	<input type="checkbox"/> Teresa Pearson-Consultant
	<input checked="" type="checkbox"/> Roger Pearson, Consultant

Discussion

1. Identify and Prioritize Work Force System components (Low score=High Priority)
 - Performance Management-**42** (6, 6, 5, 7,5,4,2,1,6)
 - Staff Development, Recruitment and Retention-**31** (1, 2, 3, 5, 2, 7, 3, 6, 2)
 - Behavior Standards and Values-**24** (2, 1, 1, 4, 4, 2, 4, 5, 1)
 - Employee Engagement-**36** (5, 5, 5, 1, 1, 5, 6, 2, 5)
 - Wage and Salary Administration-**40** (3, 4, 2, 6, 7, 6, 5, 3, 4)
 - Environmental Safety-**50** (7, 7, 7,2, 6, 1, 7, 7, 7)
 - Effective Communications-**28** (4, 3, 4, 3, 3, 3, 1, 4, 3)
2. Committee reviewed the prioritization results and came to a consensus that the recommended top 3 priorities are:
 - Behavior Standard & Values
 - Staff Development
 - Staff Retention
3. It was noted that Employee Engagement is not a stand alone Workforce System Component as much as it is a result of ECLC's Workforce System and should be utilized as a metric which measures and reports on the effectiveness of an overall Workforce System.
4. Assignments
 - Jessica Mitchell will contact Christa to encourage her to agree to working with the committee due to her training and experience with Workforce System management.
 - Committee members will review the current ECLC Employee Handbook and identify those items that they recommend be retained in a revised edition as well as those items that can be removed.
 - Committee members will identify 3 organizational values to recommend to the board for adoption.

Next Meeting: June 5, 12:00 Noon