

ECLC Work Force Committee

Minutes

Nov. 13, 2019

12:00 p.m.

Members Present

Jessica Crome-Board

Loren Fitzgerald -Member

Jessica Homolka -Member

Meghan Goding-Assistant Director

Roger Pearson, Consultant

Katie Kemke-guest

Discussion

- Employee Handbook revisions:
 - Meghan will complete suggested revisions by the end of this week. Jessica Homolka will review the proposed handbook and provide suggested edits and Meghan will provide the committee with the final edition for committee review at Nov. 27 committee meeting.
- Review of a possible end of year cash bonus for employees
 - The Workforce committee, in concert with the Finance Committee , recommend to the board for approval the following:
 - 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, approximately \$3,000.
 - Bonus will be paid to each employee on Pay Period ending Dec. 21, 2019.
- Fairness adjustments to correct current inequities in rates of pay for selected individuals
 - Total cost \$2,500 to be distributed in FYE 2020 budget
- FYE Budget assumptions
 - 2% increase over 2019 BFY
 - Adjustments to be implemented on a quarterly basis using employee date of hire anniversary.
- Jessica Crome will gather wage scale information from area day care facilities to be used in design of a Wage and Salary Administration Program. Program to be implemented at the end of the first quarter of 2020.

Next Meeting: NOV, 27- 12:00 Noon