

Cornell Cooperative Extension of Delaware County

Personnel Committee Meeting Minutes Thursday, August 25 at 7:00p.m. via zoom

Present: Donna Jones, Donna Dickson Noonan, Libby Kelly, Carolyn Scobie

Staff: Karen Graves, Emily Roach, Corrine Tompkins, Jack Salo

- I. Libby Kelly welcomed everyone and called the meeting to order at 7:05
- II. **Action –A motion to approve the July 21, 2022, minutes was made by Donna Jones, seconded by Donna Dickson Noonan. The motion carried unanimously.**
- III. Out of State Travel – there was none
- IV. Update on Open Positions and Recruitment:
 - a. Executive Director (vacant as of July 1, 2022, Interim ED through 12-16-22, ED Search process active)- The posting will start tomorrow. Also advertising in Country Folks. Deadline to apply is October 13th.
 - b. Agricultural Resource Educator (vacant as of August 13, 2022)
Jack Salo said we will try to fill this position asap. He met with Lori North to review the hiring procedure. The job description was sent to Dale Dewing, Paul Cersolatti and Carla Crim to review. It was explained that we first sought applications for a Community Educator and then a Resource Farm Educator. The Resource Farm Educator is a higher paying position. In order to attract more candidates, it was discussed to change the job to Senior Resource Director which will allow us to offer a higher wage than the Resource Farm Educator. Salo reported that L. North is not aware of any other CCEs that require the Personnel committee or the board to approve the position descriptions. Jack will check on the salary range at Cornell and run the salary we would like to offer by the committee before it is advertised.
 - c. Human Ecology Team Leader (New position) Danielle Hautaniemi gave Jack Salo a Human Ecology Team Leader position description from another CCE to review.
 - d. Administrative Assistant (New position)- Jack Salo noted that in meeting minutes from a prior committee or board meeting, Jeanne Darling recommended creating another administrative support position. The new Executive Director can hire this person. This is in addition to recruiting and hiring a new Office Manager when K. Graves retires (actually during 2023 when Karen continues to work Part-time).
- V. Administrative Staffing: Jack Salo will work with the admin staff to evaluate the current administrative duties, workload and needs. This step will help determine what duties a new employee would have. He will try to get a position description ready by the end of the year for the new Executive Director. Jack Salo will remove Heather Cunningham from our payroll. He left a phone message for her to help with training, but she did not respond to it. Linda Mott will end on payroll in October. Jack Salo has created a leadership team from the staff to meet once a month and discuss things like office policy on remote work.
- VI. Open Meetings Law and Compensation Information: Donna Dickson-Noonan researched rules on discussing staff salaries during meetings. She found you can discuss staff salary and refer to staff

titles instead of names. We can have pay ranges established and then there would be no need to discuss individual staff salaries at meetings. The Executive Director can implement the compensation policy (approved by the board) without bringing all new hire compensation decisions to the Board of Directors, and/or the Personnel Committee.

VII. Compensation & Benefit Comparability Study and Recommendations Review of contractor deliverables and schedule (enclosed, Pages 2-4)- Jack Salo reviewed the RFP to request bids to do the study.

- Goals –
1. Compare salaries of all current staff with each other.
 2. Compare salaries with current staff to other organizations
 3. Implement changes to start Jan 1, 2023 and include in budget

VIII. Committee and Board approval of position descriptions: Jack Salo suggested that the staff overseeing and performing the work should develop the position descriptions and the board does not need to approve them. Approval of position descriptions is required by CCE and that request and the final draft should come from the Executive Director.

IX. Next meeting October 4th at 7pm via zoom

X. A motion to adjourn the meeting at 7:04 was made by Donna Jones, seconded by Carolyn Scobie. The motion carried unanimously.

Minutes taken by Karen Graves