

Personnel Committee Meeting Minutes

November 22, 2022, 7:00 pm., Hamden Office Conference Room

- I. Libby Kelly welcomed everyone and called the meeting to order at 7:03pm
Present: Betty Scott, Libby Kelly, Donna Jones, Jack Salo, Karen Graves, Carolyn Scobie
- II. Report on Current Vacancies -Jack Salo reported:
 - a. Human Ecology Team Leader-3 applications have been received, but none that meet the requirements.
 - b. Senior Resource Educator (Agriculture) - Lori North is reviewing the position description. Dale Dewing and Paul Cerosaletti are recommending that a unified WAP – CCE Agriculture Team be developed, in part by having the Senior Resource Educator have some limited WAP responsibilities at some point, possibly with the start date of the 2023 – 2024 Contract. This change would need to be approved by WAP.
- III. Paid Vacation Leave Policy Review – Jack Salo said that Lori North stated this policy is at the discretion of the board. Jack stated he has never known of a non-profit organization that has different paid leave policies for exempt and non-exempt staff. The paid vacation policy is the only local, Association policy that discriminates between the exempt and non-exempt staff. In the revised policy, consideration should be given to reducing the initial accrual rate at the point of employment, and having an annual incremental accrual increase over a multi-year period to get to a maximum of 20 or 21 vacation days accrued per year. Existing exempt employees could be grandfathered in on their current accrual rate.

There was discussion and support for lowering the number of vacation hours that can be carried over to the next year. The option to donate sick time hours to a staff member with a long-term illness was discussed.

 - a. **Action: A motion was made by Betty Scott to make a request to the board to create a consistent paid vacation policy for both exempt and non-exempt employees, seconded by Donna Dickson Noonan. The motion carried unanimously.**
- IV. Administrative Staffing: Discussion -The administrative staffing history and evaluation prepared by administrative staff was reviewed. Jack Salo reviewed the data showing the administrative staff has lost 2.1375 FTE from 2017 to 2022. 2023 Staffing strategy:
 - a. Overlap hires to replace Valerie Dudley (6 months and Karen Graves 10 months)
 - b. Hire a full-time an administrative assistant II to be shared between WAP and Hamden office.
 - c. Hire an part-time administrative assistant I to provide administrative support for Camp S.
- V. Compensation & Benefit Comparability Study: Budgeted for 2023. Jack Salo stated even if the vacation policy is made uniform for all eligible employees, there are still issues related to compensation equity that should be reviewed and addressed contingent upon the findings. Of particular concern is compensation equity for some long serving hourly employees. Jack Salo suggested updating the 2022 RFP and recruiting a contractor in early 2023, with a budget of \$15,000. It was suggested to make it clear that extensive, current CCE compensation comparability data is available (Broadband).
- VI. Proposed 2023 Staffing Pattern

Vacancies to be Filled in 2023	Name	
Human Ecology Team Leader	Currently Recruiting	
Senior Resource Educator, CCE DC Agriculture	About to be Recruiting	
Executive Director	In Process	I.
		J. J.
Proposed as of January 1, 2023	Name	II. K.
Camp, Admin. Assistant 1, 20 hrs. week	Not yet approved	Pre-existed through 202
Camp Facilities Coordinator, flex PT.	Not yet approved	
Senior Admin. Assistant, PT Temporary	Graves, Karen, Not yet App	42 weeks max, 1/2 time
Admin. Assistant II	Not yet approved	Pre-existing pos. WAD/Hamden
Admin. Assistant I (up to 6 months overlap)	Dudley, Val., Not yet App.	26 weeks max, .6 FTE

VII. Proposed 2023 Personnel Budget:

- a. Paid Leave Time Software- *Built for Teams* cost is \$828 a year. This will allow staff to check their accumulated paid time off and sick time and supervisors can easily approve time off
- b. Positions

b. 2023 Compensation Budget Category or Action	Expense
Active Regular FT & PT Staff as of November 1, 2022	975,659
Current Vacancies to be Filled in 2023	229,583
Proposed "new"* Positions	67,190
Overlap time/expense for K. Graves & V. Dudley**	36,032
Camp Shankitunk staffing (does not include "new" camp positions)	145,190
Annual Pay increase (to be determined)	
	1,487,254
Less one-time, transitional expense	-36,032
2023 Pay expense less transitional expense	1,417,672

Note: One full-time position was not included in this calculation. The revised amount is \$1,019,339 and the 2023 Pay expense less transitional expense total is \$1,497,802

* Additional 50 +- 4-H Camp Shankitunk Seasonal Staff.

****Human Ecology Team Leader is a new position that the Board of Directors agreed to establish when it was determined that the new Executive Director would be exclusively administrative**

***** Proposed Temporary staff would enable Karen Graves to continue in PT, Temporary employment for up to 10 months in 2023, to provide support to the new Executive Director and train the new Association Senior Administrative Assistant.**

The other "Temporary" staff would provide up to a six month overlap for Valerie Dudley to work with her replacement. Ms. Dudley provides a wide range of support services to the Human Ecology Department, is responsible for desk-top publishing and is our point of contact for Information Technology with CCE. Temporary situation, not Temp. Emp

- a. Ladder System for Internal Staff Development & Recognition- Jack Salo suggested budgeting \$10,000 to be used to support and/or reward staff that have met goals for education and trainings. This Ladder System or Program will need to be developed by the Executive Director and the Personnel Committee. The Ladder System idea was introduced by Donna Dickson-Noonan. The system was used by a local healthcare system to create a professional development pathway for nurses.

Action: Enter Executive Session: At 8:30pm a motion was made to go into Executive Session to discuss Annual Pay Increase and Re-Classification Consideration by Betty Scott, seconded by Donna Jones. The motion passed unanimously.

Action: Exit Executive Session: At 8:50 pm a motion was made by Donna Jones to exit Executive Session. Seconded by Betty Scott. The motion pass unanimously.

- VIII. Action: Request to recommend inclusion of Personnel Committee endorsed 2023 staffing pattern and annual pay increase to the Finance Committee. The Committee was unanimous in recommending the 2023 staffing pattern presented and a \$1,750, 2023 pay increase for all full-time staff, with a pro-rated increase for regular part-time staff.**

IX. Other Business:

There was unanimous support to appeal for a progressive promotion (position re-classification) for two staff: Justine Bishop, Administrative Assistant II, and Valerie Dudley, Administrative Assistant I. J. Salo will continue to work with Lori North, SBN Human Resources Lead, to prepare the request for progressive promotions to CCE.

- X. The date for the next meeting was not set. The full 2023 Personnel Committee meeting schedule should be considered and set.

Note: A copy of the slides used for reference during this meeting are attached.