

## Personnel Meeting Minutes: 6-26-2023

Libby called the meeting to order at 6:36pm.

- In attendance: Libby Lepinnet Kelly, Betty Scott, Donna Noonan-Dickson, Carolyn Scobie, Diane Frances and Stacey Young. On Zoom: Marilyn Wyman, Lori North, Justine Bishop, Corrine Tompkins.
- Action: Review and approve meeting minutes from January 30, 2023. Organization Chart needs to go out.

Motion to Approve: Carolyn Scobie

2<sup>nd</sup>: Donna Noonan-Dickson

All in favor: yes

Minutes approved 6:40pm

- Introduction to Diane Frances, as a Long Range Committee member, and affirmative actions and looks forward to collaboration

Donna Noonan-Dickson informed us we should be looking into a recruiting/nominating committee for the board/issue committee personnel that are done with their terms. We need to know the date deadlines for this as well.

- Reviewing the Purpose of the Personnel Committee: What is our job description?

Marilyn-In research, not much was found out about this. Reached out to the SBN and Danielle, main response was that it was policy and procedure. Should we redefine?

Board should reviews yearly what committees do and their responsibilities.

Lori-the ED is responsible for staffing, position descriptions and fiduciary responsibilities. ED provides policies needing updating to the Personnel Committee for review and to provide feedback. P.C. should provide retention and recruiting. Executive Director brings everything to P.C.

- Is there a policy of how many committees etc are needed?
  - Lori-ED chooses
  - Typically: Programs, Finance, Recruit/Nominating
  - Board Toolbox has some guidelines
  - Changes to how many should be made on an organization level with a consensus
- If purpose of committee is policy would only need to meet 1 or 2 times a year
  - Lori-local polices are hard and more involved and Personnel Committee provides good feedback and perspective.
    - Betty- PC brings Delaware County awareness through their interactions at other jobs etc.

- Let's get a list of policies that are needing to be updated and prioritize the list.

Diane-How does staff handle issue in the workplace?

Take issue to Team Leader → then Executive Director if can't be resolved. If the issue is ED they need to talk to ED and if it cannot be resolved it should go to the Board President.

Is there a whistle blower policy?

Not specifically. A policy has wording about no retaliation. Complaints Policy possibly.

- Policies: May not address each of these tonight but let's get it on the agenda for upcoming policies needing updating (ie Donation Policy)
  - Donation Policy should actually be handled by Finance Committee
  - Exit Interview
    - Who gets involved? Association level? Executive director or HR?
      - No, that's more procedural items than policy
      - Procedure should be looked at and updated
    - HR role needs to be defined
    - Discussion about 3<sup>rd</sup> party interview system
- Thomas started June 7<sup>th</sup>, lots of experience, been training with SBN. He was asked to pay attention and report if he sees possible improvements.
- HE 3 candidates-2 interviews scheduled
- Ag Ed-Ag team working to define the role and change it to better serve the association.
- Mandeep wants HE Admin Assistant position filled.
  - This Position Description needs to be revisited. HE team should discuss and layout what they need from the position.
- Overall goal of association and positions should be to have clearly defined roles, not so much crossing over of roles.
- Climate Survey:
  - Needs to happen
  - Use HRI
  - Should be done yearly
  - Needs to go to Executive Committee.
    - Motion to Use HRI and send to Executive Committee: Donna Noonan-Dickson
    - 2<sup>nd</sup>: Carolyn Scobie
    - All in favor: 7:52pm
- Next meeting: Sept 19, 2023 at 5:30pm
- Motion to move to executive session to discuss individual personnel issue: Donna Noonan-Dickson
  - 2<sup>nd</sup>: Carolyn Scobie
  - All in favor: 7:58pm

Meeting Concluded: 9:06pm