

The personnel committee met on Thursday, April 14, 2022 at 11, via zoom.

In attendance: Tom Walk, Carol Tuning, Carrie Knopf, Frank Hayes, Sally Conway; Tina Stelling, Gavriel Lygend

Staff: Randy Reus; Steven Traubert

Tom called the meeting to order at 11:00.

The Committee discussed our policy requiring staff to report when they have been convicted of a drug offense or violation of alcohol beverage control law. A majority of the Committee decided to pursue a policy to require reporting of the initiation of any criminal process, such as charging, that could lead to incarceration, making clear that it is within the Director's discretion to take appropriate action in response, guided by the grant requirements that the staff person is working under. Colleen agreed to draft a policy for review by the Committee at the next meeting. Steve noted that it would be helpful to staff to explain the reasoning for the change, especially to protect the agency, and that termination is not the automatic result.

The Committee discussed the proposed policy on staff in intimate personal relationships.

Colleen explained the existing compensation guidelines

The Committee recommended that the Director have the discretion to make a maximum 3% salary adjustment for an employee who assumes, including during the absence of an employee, a temporary, mission critical assignment outside of their regular job duties. If the adjustment relates to the absence of the Executive Director, the adjustments must be approved by the Finance Committee of the dLCV Board of Directors.

Colleen requested that the Committee return to the Bonus policy at a future meeting.

The meeting was adjourned at 11:57