

Personnel Committee
August 16, 2022, noon

In attendance: Tom Walk, Frank Hayes, Carol Tuning, Sally Conway, Tina Stelling

Absent: Gavriel Lygend, Carrie Knopf

Staff: Steve Traubert, Randy Reus, Terry Smith, Colleen Miller

Tom called the meeting to order at noon.

Personal relationships policy

After discussion, the committee voted to recommend adoption of the policy and form, noting that this policy places a responsibility on the employee, and not on Board members or volunteers. The committee recommends that the Board review its conflicts disclosure policy to include disclosure of relationships with employees of dLCV. Colleen will rework the employee policy and form to be consistent with this discussion (and to correct a typo) and will recirculate prior to presentation to the Board

Notice of criminal charges

After discussion, the committee voted, with one abstention, to propose the following policy to the Board:

Notice of Criminal Charges

Employees of dLCV will notify promptly their supervisor or the Executive Director if they have been charged with a criminal offense. dLCV will take any action necessary to protect the agency or a specific program, based on the nature of the offense and the position of the employee.

Adjustment of salary range for fiscal assistant

After discussion, the committee agreed to recommend increasing the salary range for the fiscal assistant by 10% to Minimum 35,689.50 - market 47,586 - maximum 59,482. Colleen noted that dLCV is trying some other approaches to solving the fiscal assistant vacancy. If those solutions are successful, dLCV will not need to re-advertise.

Proposed shortened work week

The committee discussed without deciding the possibility of offering a shortened work week for staff. Tina offered to share literature about the success of this employee benefit as the committee considers it further.

Vaccine booster PTO

The committee discussed and tabled the possibility of offering additional leave for staff who obtain additional COVID vaccines. Colleen offered to bring the question back to the committee in the event that additional boosters and any adverse side effects become more than theoretical.

Bonus for coverage during extended leave of executive director

The committee recommends a bonus of \$1000 each to Clyde Mathews, Steve Traubert, Robert Gray and Terry Lynn Smith for the additional responsibilities they carried during Colleen's extended leave this summer, noting that the current budget for personnel has sufficient funding for the proposal. The committee suggested that the recommendation be decided by the Executive Committee, so that it is not delayed until the October meeting of the full Board.

The meeting adjourned at 12:46