

**Lifeline Connections
Personnel Committee Meeting**

October 18, 2018
Center for Community Health
Second Floor, Mod B, B272

Members Present: Edie Blakley & Rusty Williams

Staff Present: Jessica Hall, Jared Sanford, & Krysta Pennington

The meeting was called to order at 10:10am.

MINUTES

The July 2018 minutes were reviewed and approved by the Committee.

NEW BUSINESS

Sabbatical Leave Policy: Jessica and Jared have worked together to gather resources and information regarding the development of a sabbatical policy for the agency. The Committee reviewed the current draft of the Sabbatical Leave policy and application form. Individuals eligible for the program would be able to request six to nine weeks off for sabbatical. They must have worked at Lifeline for a minimum of five years in a Director/Officer role, along with an above average performance review and good standing. Individuals interested in the Sabbatical Program would need to fill out the application form and submit it along with an essay. A Selection Committee would review applications and select an individual for that year's sabbatical.

Rusty noted that he would like to add the Board as also having the ability to change/suspend the program. It was also noted that verbiage may want to be added to address flexibility with the length of sabbatical requested, and that we may want to consider the possibilities of writing for grants to support this program. This has been approved to be moved to the Full Board for approval at the November meeting, once the requested changes have been made.

Wage & Market Analysis: One position that Lifeline is having a higher level of turnover of is the LPN/RN position, which we will want to do another analysis of. With another minimum wage increase will be coming up in January, which will require us to look into both entry-level and mid-range positions. One of these will likely be the cook positions. Regional differences will also be reviewed for positions. The CEO will be reviewed in the spring.

UNFINISHED BUSINESS

2017 & 2018 Staff Surveys: The 2018 satisfaction survey results were reviewed by the Committee. The top two response percentages of the 2018 questions were compared to last year's survey percentages. Overall feedback was positive, and we will look into which departments may need additional support based on the survey results.

OTHER DISCUSSION

The Personnel Committee Meeting will officially be moved to later in the day, approximately 1:00pm. This will be verified via email, to confirm that this works with everyone's schedules.

Jessica will be in attendance at the November Board meeting to discuss both the Sabbatical Leave Policy and the Staff Survey.

The meeting was adjourned at 11:15am.

Respectfully Submitted, Krysta Pennington