

**Lifeline Connections**  
**Personnel Committee Meeting**

July 17, 2019

Center for Community Health  
Second Floor, Mod B Conference Room

**Members Present:** Edie Blakley & Rusty Williams

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

The meeting was called to order at 1:07pm.

**MEETING MINUTES**

The April 2019 minutes were reviewed and approved by the Committee.

**NEW BUSINESS**

**2020 Minimum Wage Assessments:** Minimum wage will be increasing to \$13.50/Hour effective January 1<sup>st</sup>. All positions currently under, as well as some around the new wage, will need to be evaluated. This will be approximately 15 different positions. Jessica and Joe will be meeting later in the year to evaluate the positions. The changes regarding salaried positions, which would start at approximately \$49,000 annually, will be evaluated at a later time.

**Sabbatical Update:** We have received one application for the sabbatical program so far, Maria Calvert. She is the Outpatient Program Director and stated that she would like to take personal time. This has been approved and this will be around October/November of 2019 for nine weeks.

**Handbook Update:** Jessica is reviewing handbook updates at next week's Board meeting. Some items added will be our new insurance options, tuition reimbursement increase, first time home buyers, and updating social media and networking policies.

**UNFINISHED BUSINESS**

**Wage & Market Analysis Update:** We are continuing to analyze positions as needed. The Bellingham CDP/T positions were raised, which will help with hiring for the location. We will also be looking into holding an analysis for dually credentialed staff. Rusty noted that Matt would like to have a wage analysis of CEO positions for reference. This would be for around May of next year.

**OTHER DISCUSSION**

For the next meeting, we will review how many specific positions will need to be evaluated for the minimum wage increase, as well as an update on wage & market analysis. Rusty noted that we should discuss new ways to promote 401K. We may look into an automatic enrollment for staff, as well as having that at a lower rate than the maximum. Jared noted that we are planning

to hold a leadership conference annually. This will be for all executives, directors, and supervisors to attend workshops, presentations, etc. The next employee recognition on August 14<sup>th</sup> is going to be a breakfast.

The meeting was adjourned at 2:03pm.

Respectfully Submitted, Krysta Pennington