

**Lifeline Connections**  
**Personnel Committee Meeting**  
October 16, 2019  
Center for Community Health  
Second Floor, Mod B Conference Room

**Members Present:** Edie Blakley

**Members Absent:** Rusty Williams

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

The meeting was called to order at 1:06pm.

**MEETING MINUTES**

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

**NEW BUSINESS**

**401K Enrollments:** We are moving our 401K from Vanguard to ADP effective December 1<sup>st</sup>, with the same contribution options. We have discussed the option of auto-enrolling staff into 401K, with the option of opting out. Jared noted that we could ask for staff feedback around open enrollment in spring, to see how they would feel about a new process for auto-enrollment.

**2019 Employee Satisfaction Survey Results:** The 2019 employee satisfaction survey results were reviewed by the Committee. It was noted that there was an increase of 118 participants from the previous year. Overall, the percentage of positive responses was favorable. Edie recommended bringing this information to the November Board meeting, and would like to add a graphic showing change in response over the last three years.

**UNFINISHED BUSINESS**

**Wage & Market Analysis Update:** An analysis for the Utilization Management Clinician position was done, as it has been a hard to fill position. This has since been filled as a non-credentialed specialist position.

**2020 Minimum Wage Assessment Updates:** There will be approximately 25 positions in the agency that will be needing brought up to minimum wage for the 2020 increase, and 20 positions near the range needing to be reviewed.

**CEO Wage & Market Analysis:** Jessica will be looking into an analysis for this in early 2020.

**OTHER DISCUSSION**

At the next meeting, we will further discuss the recruiting needed for the two new inpatient programs scheduled to open in 2020.

The meeting was adjourned at 1:53pm.  
Respectfully Submitted, Krysta Pennington