Employee Relations Team Meeting Minutes
DATE: June 21, 2022
TIME/LOCATION: Founders Room/ Zoom 10:00am

Roll Call:

	Names			Names
✓	Deborah Vines		✓	Kylee Frassato
✓	Emily Forthman			Sandy Fontana
✓	Don Koch			Bea Gordon
	Amanda Hannan		✓	Greg Sheppard
	John Sparks			Sherrie Malone
✓	Becky Steinmetz			Lee VanAlstine

√ indicates attendance, leaving blank indicates absent

I. Call to Order

Deborah Vines, Chair, called the meeting to order at 10:04 am
A quorum was not initially present. Two others joined late and a quorum was present at 1014.

II. Approval of Minutes of May 24, 2022

The minutes were sent out prior to the meeting. Becky made the motion to approve the minutes as written, Deborah Vines seconded the motion. All members voted in favor approval of the minutes without corrections and the motion carried.

III. Items For Discussion

a. Exit Interview – Reviewed (carried from previous meeting)

i. Emily stated the exit interview questions are now available with the tool.
ii. It was suggested that we need an exit interview policy statement. An example was provided by Deborah Vines and all were in agreement to implement the example found.
iii. Emily clarified that Human Resources will conduct all interviews.
iv. Don Koch asked if retirees will need to complete an exit interview. Emily said they will complete the exit interview using the tool but theirs will be modified.
v. Note that this process aligns with Strategic Plan Goal 3, Objective 5, Strategy B and should go to the July Board meeting.

b. Onboarding: Suggestions for implementation/ improvement

i. Emily is looking into a new applicant tracking system. The system we are looking to purchase is called Neogov. This system will help streamline the onboarding process. With this system, applicants will be able to apply online and fill out their I-9 information, and provide information for conducting their background check. It offers many features including strategic planning options.

ii. Need to look at the cost of the program as it offers many modules. We are looking to use the recruiting and onboarding modules, but may look into training and development modules. These would be an additional cost.
iii. Note that this aligns with Strategic Plan Goal 3/ Objective 5/ Strategy A with a timeframe of implementation for FY23.

c. **Transfer Process**
   i. It was suggested by the Executive Council we establish a transfer process.
   ii. Transfers will need to be approved by the board, and the individual will need to interview.
   iii. Once the board approves of the transfer, the person can start immediately without a plan for replacement.
   iv. Transition period will be two weeks for non-exempt positions, and 4 weeks for exempt positions to ensure successful outcomes.
   v. Notice of transfer policy will be presented by Human Resources.
   vi. Note this aligns with Strategic Plan Goal 3/ Objective 5/ Strategy C and should be implemented by FY23.

d. **DEI TOOL**
   i. There was concern that our names would be on the surveys.
   ii. Emily clarified it was not confidential and that it is helpful to answer the questions and to have input and say in what policy/procedure need to be looked at. Members should bring back at least one idea for recognition of employees.

IV. Action Items for July Meeting

a. Discuss DEI tool rollout. We will be discussing what procedures need to be changed or revised. Rob Lucas gave Kylee access to the tool so we could practice. We were able to pull up the practice policy.

V. Adjournment

Kylee made a motion to adjourn the meeting, with a second by Becky Steinmetz.
The next meeting will be held July 19st, 2022 at 10am in the Founders Room/ Zoom.