

Human Resources Committee
Meeting Minutes
June 13, 2016, 9:00 a.m.
Conference call

0.0 Call to Order

0.1 Roll Call

Gary Schriver	Ph	Mike Otto	Ph
Mary Jeann Batham	Ph	Roy Schoon	Ph
Margie Brones	Ph		

Also present: Steve Ehrhardt, President, Shelly Sindt, Co-Executive Director, Roxy Thompson, HR Specialist and Amy B. Simpson, Administrative Assistant

0.2 Items Added to the Agenda by Committee Members or Staff

0.3 Approval of Agenda

Chair Schriver called for a motion to adopt the June 13, 2016, agenda. It was moved by Mary Jeann Batham and seconded by Margie Brones that the agenda be adopted. On roll call the vote was as follows:

Aye: all (the motion was declared carried.)

1.0 Committee Affairs

1.1 Approval of the April 4, 2016, Meeting Minutes

Chair Schriver called for a motion to adopt the April 4, 2016, minutes. It was moved by Roy Schoon and seconded by Margie Brones that the April 4, 2016, meeting minutes be adopted. On roll call the vote was as follows:

Aye: all (the motion was declared carried.)

1.2 Review and Discussion of job descriptions for Executive Director, Director of Operations and Director of Client Services.

HR Specialist Thompson stated that the qualifications on the Executive Director job description need to be changed. Looking for proper language to include regarding a prospective candidate's years of experience versus educational background. President Ehrhardt suggested a bachelor's degree in a human services field such as, social work, psychology, sociology and experience with a human services agency or related area is required. Co-Executive Director Sindt suggested including experience/degree in the health care field would also be important.

Mike Otto suggested that related experience should equal a bachelor's degree, therefore, it should indicated degree in human services and healthcare fields or related

experience. The Committee recommended that the changes be made to the Executive Director's job description. Master's degree and 8 years of experience will be removed from the qualifications. The language: Lead, coach, develop and retain Elderbridge management team from bullet 8 under responsibilities and tasks.

Corrections will be made to job descriptions and will be reviewed by the Board at the June 2016 Board Meetings.

1.3 Discussion of timeline for posting and filing the positions of Executive Director, Director of Operations and Director of Client Services

President Ehrhardt and Chair Schriver recommended posting internally and externally. Mike Otto recommended posting internally first and then go outside of agency if the jobs are not filled internally. HR Specialist will do research into whether it is required to post the Executive Director position outside of the agency.

President Ehrhardt stated at least 60 days would be needed to fill the Executive Director position. The job descriptions will be discussed at the June 2016 Board meeting and the Board can provide input into the timeline regarding posting of the Executive Director position.

1.4 Adjournment

There being no further business before the committee it was moved by Mike Otto and seconded by Mary Jeann Batham that the meeting be adjourned at 9:50 a.m.