

Elderbridge Agency on Aging
Human Resources Committee/Executive Committee
308 Central Avenue
Fort Dodge, IA 50501
Meeting Minutes
December 13, 2016, 9:45 a.m.

0.0 Call to Order

0.1 Roll Call

Human Resource Committee

Gary Schriver	A	Mike Otto	Ph
Mary Jeann Batham	Ph	Roy Schoon	Ph
Mable Mantel	Ph		

Executive Committee

Steve Ehrhardt	Ph	Mary Jeann Batham	Ph
Paula Harms	Ph	Jim Burns	Ph
Jan Sowers	Ph	Gary Schriver	A

Also present: Amy B. Simpson, Administrative Assistant.

0.2 Items Added to the Agenda by Committee Members or Staff
No new items were added.

0.3 Approval of Agenda

It was moved by Mike Otto and seconded by Mabel Mantel that the December 13, 2016, agenda be adopted. On roll call the vote was as follows:

Aye: all (the motion was declared carried.)

1.0 Committee Affairs

1.1 Appoint of Chair for HR Committee

President Ehrhardt asked the HR Committee to appoint a chair of the HR Committee. Roy Schoon recommended Mike Otto as Chair. It was moved by Roy Schoon and seconded by Mary Jeann Batham that Mike Otto be appointed Chair of the HR Committee. On roll call the vote was as follows:

HR Committee

Aye: Mary Jeann Batham, Mabel Mantel, and Roy Schoon (the motion was declared carried.)

1.2 Discussion of external position of the CEO position.

President Ehrhardt stated that attorney Jaki Samuelson was contacted by Elderbridge concerning the posting of the CEO position. Attorney Samuelson stated that in the employee handbook, section 1.4, Employment Opportunities indicates that Elderbridge encourages employees to apply for open positions. All job openings are made known through the external advertising procedures. Current employees will be notified when open positions are advertised. Attorney Samuelson further recommended that Elderbridge follow their existing hiring procedures.

Mike Otto agreed that is what the employee handbook reads needs to be changed. He further was disappointed that this information was not known when the HR Committee asked for guidance. The process would have moved much faster. President Ehrhardt expressed his frustration also. Jim Burns stated that the same procedures should be followed for other employees.

Mike Otto recommended that a classified ad be placed in all four office locations for the duration for three days depending on how the newspapers operate. The wording will be the same in each ad. The classified ad will also be listed on Elderbridge's website for the same time period. The deadline for the applications would be within two weeks of the ad. Chair Otto will report this to full Board for a formal vote during their December 13, 2016, meeting.

2.0 Adjournment

There being no further business before the HR Committee it was moved by Mabel Mantel and seconded by Roy Schoon that the meeting be adjourned at 10:10 a.m.