

Personnel Committee Meeting

1/10/23

[Minutes from December Meeting](#)

7:00-8:15 p.m.

[Zoom Link](#)

- Employee Review (10 minutes)
 - Subcommittee should meet ASAP to move the review process forward
 - Process & Timeline ([see last month's minutes](#))
- Employee Handbook (10 minutes)
 - Current Employee Handbook
 - Update Employee Handbook Plan (propose a subcommittee at board meeting)
 - Meeting with Schelley Nunn 11/22/22
 - Sample Handbook: City of Ithaca Employee Manual
 - Sample Handbook: Human Resources Dept Employee Manual
 - Possible Resource: New York Council of Non Profits
 - DEI/Governance Review once Personnel Updates
 - Burr Consulting Review: Proposal
 - Sub-committee? March completion goal
- Project Manager/Fundraising (30 minutes)
 - Update from Jan
 - What can/should Michele's role be?
 - Subcommittee should include representatives from Friends, SDC and finance including Monika & Jan
 - Job Description?
- Marketing Position Update (10 minutes)
 - Vacancy: Job Posted to Craigslist, Indeed
 - Goal of filling this position by Feb
 - Katie Sims (Interview 1/12 at 12:15p Zoom)
[Katie Sims Resume](#)
[graphics and photo portfolio.](#)
[text-based video.](#)
 - Anything to Share from Charissa Exit Interview?
 - Exit Interview? (Chaw is spearheading)
 - Ask if we need to update the job description
- Facilities (10 minutes)
 - Current Applicants:
 - Harry White - Interview scheduled for 1/10
[Harry White Resume](#)
 - Harry did not attend the interview. Cassidy reached out to determine if still interested in position.

- Shad Ryan - Interviewed 1/9
[Shad Ryan Interview Recording](#)
 Passcode: ?98x\$7qy
[Shad Ryan Resume](#)
 - Notes: Interview went well - Cassidy will reach out to Shad for employer references by 1/13 (pending further committee feedback)
- Tim Perry - Interviewed 12/14
[Tim Perry Interview Recording](#)
[Tim Perry Resume](#)
 - Cassidy reached out to Tim for references 1/10
 - Asking questions about arrest records is illegal in NYS - IFM may want to consider background checks for new hires if this is a source of concern
- Insurance Questions (5 minutes)
 - Proposed Changes in Red to the Current Policy was approved **Full-time** Employees working **30** hours or more per week are eligible to be covered for half the cost of a health insurance policy ~~chosen~~ **approved** by the Personnel Committee **and Finance Committee**, on the first of the month following 45 days of service. To keep coverage in force, every insured employee must work a minimum of **30** hours per week.