



PERSONNEL COMMITTEE
Friday – February 10, 2012 – 11:30 AM – 1:30 PM
ASG Corporate Office – 122 E. Main Street – 2nd Floor Conference Room - Muncie

Mission Statement:

The mission is to enhance and sustain an educated, skilled and employable workforce through the efforts of a dedicated staff, providing seamless and diverse employment and training services, utilizing strategic alliances that will support the economic development activities in Eastern Indiana.

AGENDA

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|-------|---|------------------------|
| I. | CALL TO ORDER | Joseph Evans, Co-Chair |
| II. | DECLARATION OF MEMBER CONFLICTS OF INTEREST | Directors |
| III. | UPDATE AND ACTIONS | |
| | A. Review and Approval of Committee Meeting Minutes (Action Item) | Committee |
| | 1. 01/13/12 Meeting Minutes – Page 3 | |
| | B. Employee Status Report | Staff |
| | 1. Employment Levels Report | |
| | 2. Leave of Absence Status Report | |
| | C. HB 1003 – Sent to Board and LEOs on 1/30/12 | |
| IV. | 403(b) EMPLOYEE RETIREMENT PLAN | |
| | A. Status report on restatement and modification | Staff |
| | B. Quarterly Investment Review | John Masterson |
| | • Attached as a separate document. Bound copies will be provided at the meeting. | |
| | C. New Fee Disclosure Regulations | John Masterson |
| | D. Fiduciary Checklist | John Masterson |
| V. | EMPLOYEE PERSONNEL POLICY MANUAL UPDATE (Action Item) | Staff |
| | A. Alignment of Personnel Policies and Procedures Manual with 403(b) Plan Restatement | Page 7 |
| | B. Update of Personnel Policies and Procedures Manual to reflect FMLA requirements – To be distributed. | |
| | C. Wellness Plan | |
| | D. Other | |
| VI. | COMPENSATION SURVEY PROJECT UPDATE | Staff |
| VII. | CEO EVALUATION AND UPDATE OF GOALS AND OBJECTIVES–Page 9 | Directors |
| VIII. | FOR THE GOOD OF THE CAUSE | Directors |
| IX. | NEXT MEETING DATE AND AGENDA | Directors |
| | A. Next Meeting Date & Agenda – Reference Work Plan sent as separate document | |
| | B. 2012 Meeting Schedule – Page 10 | |
| X. | ADJOURNMENT | Directors |