

**ECONOMIC GROWTH REGION 6
WORKFORCE INVESTMENT BOARD
PERSONNEL COMMITTEE**

**August 12, 2011
Meeting Minutes**

Present: Terry Brumley, Joseph Evans, Emily Jerman-Brown, and Vicki Tague

Absent: Dorothy Douglass and Richard Taylor

Others Present: Cathy Cross, Dave Koesters and Barbara Street

Quorum to conduct business: Yes

Required votes to conduct business: Majority

CALL TO ORDER: The meeting was called to order at 11:38 AM at the Alliance for Strategic Growth, Inc. Corporate office by Co-Chair Joseph Evans. Barbara Street officially introduced Dave Koesters as the new Human Resources Director.

DECLARATION OF CONFLICTS OF INTEREST: None were declared.

UPDATES AND ACTIONS

Review and Approval of 6-3-11 Committee Meeting Minutes: Vicki Tague made a motion to approve the meeting minutes as published. Terry Brumley seconded the motion and the motion passed unanimously.

Status of Committee Recommendations to the Workforce Board of Directors: Barbara Street reviewed with the Committee the status of the recommendations made to the Workforce Investment Board. She noted that the only recommendation which was modified was for existing staff to not be brought to the minimum of the pay range until the Market Survey was conducted verifying the accuracy of the current Pay Levels and Pay Ranges. All other recommendations were approved.

Employee Status Report: Koesters reported on the employment levels for the corporation. There are 49 positions with one opening to be filled.

Projected Effective Date of FMLA for ASG, Inc.: Street referenced the research conducted by Dave Koesters on the FMLA. Based upon his assessment Dave projects we will meet the requirements for implementation about the 3rd week of February 2012. The consensus was to target the policies revisions to be in place by January 1, 2012 so that they will be ready when we hit the employment level for implementation. Emily offered to provide assistance in policies and reporting procedures used by IU Ball Memorial Hospital.

Recommendation for Approval of Non-Medical Leave of Absence: Dave Koesters shared with the Committee the request made by Tashica Malone for a Non-Medical Leave of Absence. Street noted that while her request is for medical purposes, because she was just hired she does not qualify for the Medical Leave of Absence. Street noted that the purpose is to allow circumstances to be reviewed by the Board if the CEO has a question whether to approve. Malone's request is substantiated by a physician's statement and the request is recommended for approval. Vicki Tague made a motion to approve Malone's requested Leave of Absence. Terry Brumley seconded the motion and the motion passed unanimously.

PERSONNEL POLICY CONSIDERATIONS

State Holiday Schedule: Street provided the Committee background on the employee holiday schedule. She noted that prior to calendar year 2009 ASG, Inc. observed the state holiday schedule which is issued by the State of Indiana. Depending on whether it is an election year, the paid holidays could be 12-14 days per year. Effective January 2009 the number of paid holidays for ASG, Inc. staff was reduced to 10 paid holidays. On July 1, 2011, with the assumption of the Field Operations role, the new WIB Service Provider staff work side by side with the Indiana Department of Workforce Development state employees in the delivery of WorkOne services. WorkOne offices will be closed to the public on all state holidays because it creates customer service issues when certain services are not available yet the office is open. Street noted that these conflicts will begin with the Columbus Day Holiday (Oct. 10) and continue with the General Election Day (Nov 8) and Veterans Day (Nov 11), which are outlined in the committee meeting materials. After discussion of the options Vicki Tague made a recommendation to change ASG (WIB) paid holiday schedule for the WIB Service Provider staff. This means that ASG (WIB) management staff will continue to observe the current holiday schedule and field operations (state and local) will observe the state holiday schedule. Emily Jerman-Brown seconded the motion and the motion passed unanimously.

Discussion of Personnel Policy Manual Proposed Modifications, Process and Timeline:

Koesters reported his intent to integrate existing stand alone policies into the Employee Manual and to work on additional policies including the FMLA policy. He also noted his goal is to develop a wellness program to present to the Committee for consideration.

COMMITTEE WORK PLAN AND TIMELINE: Street reviewed with the Committee a Work Plan and Timeline for getting the work completed. By consensus the Work Plan and Timeline was approved and will be modified as the year progresses.

FOR THE GOOD OF THE CAUSE: None.

NEXT MEETING DATE & LOCATION: The next meeting was set for September 16, 2011. Dave Koesters will arrange for orientation to the Investment Committee responsibilities for both himself and Emily. Street proposed the modification to the regular meeting schedule due to the activities which need to take place culminating with the staff recommendations to the Committee on November 18th for final approval by the Executive Committee on November 23rd allowing for implementation on January 1, 2012.

ADJOURNMENT: With no other business to be acted on at this time the meeting was adjourned at 1:00 PM.

Respectfully submitted,

Barbara Street
Recording Secretary