

**ALLIANCE FOR STRATEGIC GROWTH, INC.**  
**PERSONNEL COMMITTEE**  
**January 13, 2012**  
**Meeting Minutes**

**Present:** Dorothy Douglass, Joseph Evans and Richard Taylor and Investment Committee Members Cathy Cross and Barbara Street

**Absent:** Emily Jerman-Brown, Terry Brumley, and Vicki Tague.

**Others Present:** Cathy Cross, Dave Koesters and Barbara Street

**Quorum to conduct business:** No

**Required votes to conduct business:** Majority

**CALL TO ORDER:** It was determined that even though there was not a quorum, to conduct business, that those members present, representing 50% of the Committee membership would discuss those item which are key to staying on schedule and make these recommendations to the full Board at the 1/25/12 meeting. As the meeting was called to order at 11:40 AM at the Alliance for Strategic Growth, Inc. Corporate office by Co-Chair Joe Evans.

**DECLARATION OF CONFLICTS OF INTEREST:** None were declared.

**UPDATES AND ACTIONS**

**Review and Approval of 11/18/11 Personnel Committee Meeting Minutes:** No corrections were noted, however action could not be taken due to the lack of a quorum.

**Leave of Absence:** Barbara Street reviewed the requirement for the CEO to make recommendations to the Board regarding Non Medical Leave of Absences. Dave Koesters reported on the Leave Request by Deborah Duke. Street recommends approval of the Leave of Absence. By consensus the approval of the Leave of Absence is recommended to the Board/Executive Committee.

**403(B) Employee Retirement Plan Update:** Barbara Street updated the Committee on the 403(b) Plan. With regard to the Plan Investment Options, Street reported that the removal of the Growth Fund of American as an investment option occurred on 12/15/11 as recommended by the Committee and approved by the Board with proper notification given to employees.

Street reminded the Personnel Committee on the Board approval to allow for the one time transition of employees from JobWorks and Department of Workforce Development (DWD) who became ASG, Inc. employees on July 1, 2011 to be given credit for time for vesting purposed in the 403(b) Plan. She reported that FACTS, Inc., the Third Party Administration (TPA) for the Plan made this plan change and at the same time brought the plan into compliance with the IRS restatement format. This process also has helped to identify some areas which required clarification and one instance of noncompliance of corporate policies with 403(b) requirements. The are of noncompliance will be addressed through Board policy and reflected in the updated employee Manual of Personnel Policies & Procedures. The committee consensus was to recommend the Board to follow-through with the required resolutions so that the Plan is finalized and the Plan Summary Description can be distributed to employees.

Street reported that a portion of the 403(b) TPA Annual fee is calculated by the employee census which increased dramatically on July 1<sup>st</sup> with the internalization of the staff for provision of services to the Adult and Dislocated Workers. The budget for this is a part of the Board

Governance Budget and will result in an increase from \$1,000 to \$4,000 per year. This is a required cost and can be acted upon by the Board to increase the PY 11 Board Governance Budget or as an awareness that this line item will be overspent for the current year. The Committee by consensus recommends that the determination on how to handle the increase be passed to the Budget & Administration Committee.

### **EMPLOYEE COMPENSATION PACKAGE**

**Major Medical and other Fringe Benefits Cost Update:** Dave Koesters and Cathy Cross provided an update to the Committee on the cost increases and decreases associated with the implementation of the new benefits program. A summary of the difference is attached and made a part of these minutes herein by reference. It was noted that the cost of the approved wellness incentive program was left off and would be an additional cost of \$1,250. The total savings amounts to \$57,270. The wellness provider mentioned last month is not an option as they do not have a working agreement with United HealthCare (UHC). UHC offers a similar wellness plan that will be offered to ASG employees. UHC also offers a fee reimbursement incentive of \$20 per month for employees who join a health club such as the local YMCA and can show they've attended a minimum of 12 times in a month.

**Discussion of 12/7/11 Board Feedback on Employee Compensation Plan:** In general the Committee felt the need to push forward in getting the Market Survey for Compensation and Benefits completed so that the Fringe Benefits and compensation could be looked at in total and budget approved prior to May 1. Dorothy Douglass offered to provide some market survey information she has available. Dave still needs to follow-up to get the information for the top positions in each region in Indiana. Dave discussed another opportunity to survey select regions in the state. In addition Dave identified a survey that will provide national comparison of Not For Profits. The Committee felt that the Board needed to be engaged in an educational and decision making process set parameters for the 2012 – 2013 budget. Items for consideration include shared cost of major medical, HSA major medical plan, netting of employer cost of cash option and 125 benefits, etc.

**CEO EVALUATION AND UPDATE OF GOALS AND OBJECTIVES:** Street reminded the Committee that at the November 18<sup>th</sup> meeting of the Personnel Committee it was determined that feedback would be solicited from the Committee Chairs, ASG Officers, EILEO Officers along with the Personnel Committee in conducting the CEO evaluation. Each of these individuals has received a survey in a separate mailing using the Goals and Objectives and Weights which were established a year ago. Discussion occurred regarding the process and timeline for completion review of the weights for the upcoming year and revisions to the Professional Development Strategic Development and Operational Goals. By consensus of those present Rick Taylor and Joe Evans will review the input and conduct the evaluation with the CEO on behalf of the Board and LEOs. The Board asked Barbara to conduct a self evaluation by 1/25/12 and the goal of the Committee is to complete by the 2/10/12 Personnel Committee Meeting.

### **FMLA POLICY**

FMLA policy is being created and ready for implementation mid-February. FMLA policy will be included in the revised Employee Handbook.

**FOR THE GOOD OF THE CAUSE:** None.

**NEXT MEETING DATE & LOCATION:** The next meeting was set for January 13, 2012. In consideration of the WorkPlan the upcoming Committee Agenda will include the following Personnel Policy Review & Update, CEO Evaluation – Goals & Objectives, FMLA, Wellness Plan, Compensation Survey, and Investment Update with John Masterson.

**ADJOURNMENT:** With no other business to be acted on at this time the meeting was adjourned at 1:45PM.

Respectfully submitted,

Barbara Street, Recording Secretary

