

## EGR 6 Workforce Investment Board – Alliance for Strategic Growth, Inc. – Work Plan – Personnel Committee

Corporate Mission: 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 East Central Indiana.

WORK PLAN AREAS AND TASKS	July	Aug	Sept	WIB	Oct	Nov	Dec	WIB	Jan	Feb	March	WIB	April	May	June	WIB
<b>PERSONNEL COMPENSATION SYSTEM</b>																
Oversees the conduction of the Periodic Market Survey for Position Compensation Plan and receives recommendation for schedule adjustment accordingly <i>Suggestion: Not more frequently than bi-annual (2010) or less frequently than every three years (2011).</i>		X -	---	---	---	--X										
Conducts the Periodic Market Survey for CEO and Adjusts Salary Schedule and Position Compensation Plan accordingly <i>Suggestion: Not more frequently than bi-annual (2010) or less frequently than every three years (2011).</i>		X -	---		---	--X										
CEO evaluation and salary review consistent with corporate strategic goals & objectives.					X--	--X										
Establish CEO Goals & Objectives					X											
Approves any adjustment to the Compensation System and parameters for Board consideration along with CEO parameters.							X									
Reviews and determines any changes to fringe benefits to be provided including Wellness Plan consideration		X--	--X													
Procurement of staff benefits in coordination with Budget & Administration Committee for Open Enrollment in December and implementation in January.			X--		--X											

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<b>RETIREMENT PLAN OVERSIGHT</b>																
- Understanding/ Review Fiduciary Responsibility. - Fiduciary Responsibility Education/Review													X - -	---	-- X	
-Investment Committee Selection and Annual Review -Section 403 (b) Charter Creation and Annual Review -Investment Policy Statement Creation and Annual Review - Investment Monitoring Methodology													X - -	---	-- X	
- Fiduciary Audit File	X	-	-		-	-	-		-	-	-		-	-	X	
- Fiduciary Checklist			X		X											
- Plan Expense Review - Advisor Compensation - Fee Transparency - Section 404c/404a - Section 404c Charter			X - -		---	---	---		---	X						
- Annual Plan Review									X -	---	---	X				
- QDIA Notice													X - -	---	- -X	
- Semi Annual Investment Review	X -	---	-- X						X - -	---	---	X				
- Investment Review Follow-up						X								X		
- Staff Notification of Watch List Funds					X -	- X							X			

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<b>REVIEW AND RECOMMENDATION OF PERSONNEL POLICIES AND UPDATES</b>																
Consideration of Paid Holiday Policy		X -	-- X													
Consideration of FMLA Implementation and Interim Leave of Absence Requests		X -	---		---	---	---		-- X							
Overall Personnel Policy Review and Update		X -	---		---	---	---		-- X							