

2020 Human Resources Committee Agenda

August 5, 2020, 12 pm – 1 pm

<https://zoom.us/j/96260239398?pwd=OFFlc0RlSGJ2RlRUc2szQ1Z6UE4xZz09>

Meeting ID: 962 6023 9398

Passcode: 664185

Co-Chairs: Elena Marcuss and Shawn Talley

Members: Elizabeth Drigotas, Steve Metzger, Warren White

Staff: Keiren Havens, Rachelle Adams



I. Overview of Current Status

- A. Financials: Holding steady
- B. Completion: 2019 retirement plan audit
- C. 2020 Performance Evaluation Process: 9/8-10/12 (no merit attached at this point)
- D. Credentialing & Privileging Policy: Updated
- E. Telework Policy & Procedure: Policy in good shape; Procedure connected to Item II
- F. Tuition Reimbursement and Professional Development Policies and Procedures: Connected to timeline for Item III D.
- G. REI Sub-Committee Formation; Search for Organizational Assessment Consultants

II. COVID and Changing Workplace

Discussion: “Essential On-Site” staffing and Reasonable Accommodations

III. Compensation

- A. Finalizing Q3-Q4 to-market and equity adjustments
- B. Creating salary ranges
- C. Documenting pay practices (with PRJ consultants)
- D. Completing equity overlay of compensation structure, with particular focus on PL 1

IV. HR Staffing and Tools

- A. Staffing:
 - i. New Talent Acquisition Specialist: [Amy Allen](#)
 - ii. Open: HR Manager Position; Frozen: HRIS Analyst
- B. Purchase, Implementation & Training: ADP DataCloud
Examples of DataCloud analytics:
 - Rolling Year Turnover Rate: 3.17%
 - 2020 New Hire Turnover Rate: 4%
 - 2020 Retention Rate: 85% (2019: 72.9%)
- C. Purchase, Implementation, Training & System: ADP DocumentCloud
Examples of DocumentCloud utility:

- Digital record storage of resumes, PIPs, mandatory vaccination paperwork, exit interviews + digital sign-offs

V. HR Committee Prospects

- A. [Tamla Olivier](#), BGE
- B. [Regina Curry](#), Legg Mason
- C. Other?

VI. Scheduling next HR Committee Meeting