

APPROVED PERSONNEL COMMITTEE MEETING MINUTES

Date: January 12, 2023

Time: 5:00 p.m.

Call to Order

Josh Short called the meeting to order at 5:03 p.m.

Roll Call

Members present: Tiffany Droege, Linda McDonnell, Josh Short, Kelley Sullivan

Absent: Chastity Mays

Others present: Jill Trevino

Public Comment

None

Approval of Minutes

A motion and second were made to approve the October 4, 2022, meeting minutes. The motion was carried unanimously by roll call vote.

A second motion was made to approve the October 24, 2022, meeting minutes. The motion was carried unanimously by roll call vote.

Unfinished Business

None

New Business

Review of the new job description – operations coordinator

The committee reviewed the new job description for the Carbondale Hub location. It was sent back internally within IHLS for approval and rollout.

Review of proposed Employee Handbook Changes for January 2023

To include both federal and legal updates, minor clarification edits, revision of policies, and adding a new policy for Employment Verification.

A motion and a second were made to move changes to the board for final approval. Motion carried unanimously by roll call vote.

Public Comment

None

Announcements

None

Adjournment

Josh Short asked for a roll call. A motion and second were made to adjourn. The meeting adjourned at 5:20 p.m.