

APPROVED PERSONNEL COMMITTEE MEETING MINUTES

Date: March 7, 2023

Time: 5:00 p.m.

Call to Order

Josh Short called the meeting to order at 5:00 p.m.

Roll Call

Members present: Linda McDonnell, Josh Short, Kelley Sullivan

Members absent: Tiffany Droege

Others present: Jill Trevino

Public Comment

None

Approval of Minutes

A motion and a second were made to approve Jan. 12, 2023, meeting minutes. The motion was carried unanimously by a roll call vote.

Unfinished Business

None

New Business

Illinois State Library approval letter for Employee Handbook updates

Jill Trevino shared with the committee the approval letter from the Illinois State Library for the 2023 Employee Handbook changes. We will roll this out to staff to communicate the changes and have employees sign new acknowledgment forms.

Top Workplaces Survey 2023

Jill Trevino stated that we had begun the process for participation in the Top Workplaces award for St Louis Dispatch.

- March 7- Emails sent to staff to participate. We have already received 26 out of 93 employees' responses to the survey. This equates to a 28% response rate in just a few hours of sending the survey to employees.
- April 17- Survey closes.
- May 6- Notification of the award if we qualify.
- June 1- Official award announcement will be published.

IMAGINING TOMORROW ~ DELIVERING POSSIBILITIES TODAY!

Teamflect Updates

Jill Trevino reviewed with the committee the following Teamflect updates:

1. Quarter 2 reviews were performed using this new performance management software.
2. Rollout of the recognition piece was completed. All employees are given the right to recognize staff through this module within Teamflect. A video was created by Human Resources to show the step-by-step process of how to use this module.
3. Quarter 3 reviews will start finalization on March 31, 2023.

Public Comment

None

Announcements

Staff Day will be held on May 4, 2023. This is the first Staff Day since the pandemic. The focus this year will be on Team Building.

Adjournment

Josh Short asked for a roll call. A motion and a second were made to adjourn. The meeting adjourned at 5:08 p.m.