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## 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 IHL S 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.

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IMAGINING TOMORROW ~ DELIVERING POSSIBILITIES TODAY!

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**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.