

PERSONNEL COMMITTEE MEETING MINUTES

Date: June 8, 2021

Time: 5:00 p.m.

Call to Order

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

Roll Call

Members present: Chastity Mays, Lupe Mejia, Josh Short, Charlene Topel

Members absent: Tina Hubert

Others present: Jill Trevino

Public Comment

None

Approval of Minutes

Lupe Mejia motioned to approve the May 4, 2021, minutes. Chastity Mays seconded. Motion carried.

Unfinished Business

None

New Business

Review of Diversity Policy member comments from our IHLS website

Jill Trevino introduced the member comments review by stating that we could have better communicated the Diversity Policy by informing members that this was a policy to be included in the Personnel Code revision. Future policy introductions will include more detail to help the members understand the policy focus and where the policy will be presented within IHLS.

Flex hours and Telecommuting policy for Employee Handbook

Jill Trevino discussed that this policy had minor changes from our legal counsel stating that the policy is on a voluntary basis so that IHLS will not incur additional work from home expenses and telecommuters must report workers compensation claims. It was also noted that the categories of occasional and regular telecommuters are not new and will remain unchanged. The classification of telecommuting will be listed on each job description. Motion to move proposal to our Executive Committee by Chastity Mays. Lupe Mejia seconded. Motion carried.

Telecommuting Agreement for regular teleworkers

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Ms. Trevino clarified that this agreement is for the regular telecommuter only. She noted that the Leadership Team had asked for an official "Use of Personal Vehicle Agreement." Jill Trevino stated that she will work with legal so that copies of insurance cards and driver's licenses will be on file for those that wish to use their personal vehicle for business use. She mentioned that we will still have vehicles available to staff if there are employees wishing to take an IHLS vehicle to a company event. Also, it was mentioned that a meeting with the insurance broker will occur next week to discuss various liabilities issues and to ensure that IHLS minimizes any legal or financial exposure. Motion to move proposal to our Executive Committee by Chastity Mays. Lupe Mejia seconded. Motion carried.

Discuss our return-to-work plan for staff with the committee (Reviewed Memo)

The committee stated that this policy is very generous and is great that IHLS is taking such an approach to help ease employees that are not as excited to fully return to work in person. Jill Trevino mentioned that we are taking employee safety seriously as we still have the masking policy in place, temperature checks, and social distancing. Those with health conditions will be considered for an accommodation if it falls within the Americans with Disabilities Act. We discussed the liabilities of asking employees their vaccination status and how that can be perceived by staff. A committee member offered the idea of asking employees to volunteer their vaccination status so that we could let employees know the approximate percentage of our workforce that has received the vaccination. This may help employees feel more comfortable in returning to the office if we have a larger percentage of employees vaccinated.

Public Comment

None

Announcements

None

Adjournment

Charlene Topel motioned to adjourn. Chastity Mays seconded. Meeting adjourned at 5:30 p.m.