

HPPOA Human Resources Committee

Minutes for August 29, 2022

Meeting commenced at 1:00 PM in the library at HPPOA activity center.

Present were committee chair, Patty Egan (D3) and member Lanell Dillard, absent Keala Stant.

As this was the first meeting of this committee, there were no previous minutes to approve, and no old business.

1) Handout entitled, "The Purpose of an Employee Handbook" was distributed.

2) Upon request, GM had prepared the following for distribution to committee members:

- A) HPPOA Employee Handbook and Personnel Policies dated 7-21-2021;
- B) Position Description/General Manager, undated;
- C) Position Description/ Roads Supervisor dated 8/8/2007
- D) Position Description/Road Crewperson dated 8/8/2007;
- E) Position Description/Full Charge Bookkeeper, undated (position currently unfilled)
- F) Position Description/HPPOA Groundskeeper, undated.

Not available were position descriptions for HPPOA office staff

Old Business:

- 1) Establish position descriptions for office personnel
- 2) Update position descriptions with no date or over 10 years old.
- 3) Incorporate hiring policies and procedures into General Manager's position description.

Meeting adjourned at 2:35PM. Next scheduled meeting is September 26,2022 in HPPOA library.