

Human Resources Committee Minutes:

9/26/2022

Meeting came to order at 1:00pm in the library at HPPOA activity center.

Present: Patty Egan (D3), chair; Lanell Dillard, membership appointee. Also in attendance: Jill Schoonmaker, Corky Schoonmaker(D2), Lanell's daughter (whose name I neglected to write down).

Absent: Keala Stant, membership appointee.

Jill was introduced and her extensive experience in Human Resources was noted.

Old Business:

1) Position descriptions for "Office Assistant" and "Credit and Collections Specialist" were received from the General Manager of HPPOA on 9/26/2022, and were distributed to committee members.

Position descriptions currently in use by the Ainaloa Community Association for "Office Manager" and "Office Assistant" were made available to the HR Committee, and were distributed to committee members.

Generic "Administrative Assistant" and "Office Clerical Worker" job descriptions detailing commonly found job duties and skills were obtained from the internet, copied and distributed to committee members.

2) Update all position descriptions to include date established, FLSA status, and direct supervisor; Along with "Knowledge and Skills" section, wording should include, "Ability to" with regard to specific tasks.

Qualifications pertaining to higher education degrees should be reviewed.

3) Hiring policies and procedures should be more clearly documented.

NEW Business:

- 1) Create HPPOA Organizational Chart that reflects hierarchy of authority and supervisory duties of each category/job listed .
- 2) Obtain copies of forms used for personnel action
- 3) Obtain salary schedules
- 4) Check with new legal team to see if their Publication Library contains documents we can access at no charge.

Meeting adjourned at 2:40pm