

Human Resources Committee Meeting Minutes:

January 23, 2023

Meeting came to order at HPPOA office at 1:05pm

Present were Patty Egan (D3) chair and Katherine Patton. New appointee Billie Heck is welcomed to the committee. She had a prior off-island commitment.

Old Business:

1. Position descriptions for GM were finalized by attorneys and made available to the BOD, per Board President, Kari Hoffman.
2. Copies of Employee Handbook suggested revisions were distributed. Once these are agreed to and incorporated by the H/R committee, the Handbook will be ready for final debate and review.
3. Copies of drug and alcohol testing policies were distributed. Inclusion of pre-employment testing was discussed. Purchasing of drug and/or alcohol tests to have on hand in the event of suspected use, or the event of an accident, was discussed. Preliminary research showed various relatively inexpensive tests were available on-line for some of these uses.

New Business:

1. Continue reviewing and updating job descriptions.
2. Creating employee review flowchart file.
3. Investigating criteria for employee file storage.
4. Ensure most recent Employee Handbook and Personnel Policies is available to all BOD members and employees.
5. Create uniform employee action form.

Meeting adjourned at 2:10pm

Next meeting scheduled for the 4th Monday in February 27, 2023