

HPPOA Bylaw Committee Meeting Minutes 09/06/2023

APPROVED

Meeting called to order at 4:01 pm

1. Roll Call: Alissa Hanshew (chair), Jon Loendorf, Lanell Dillard, Leslie Blyth, Mayelin Stillwell, Julie Rice; absent: Doug Kerr

2. Agenda approved

3. Previous meeting minutes

- Status of approved minutes and having them posted - Alissa emailed KP about this
 - Previously sent and not posted: 1/25/23, 2/8/23, 10/26/22, 9/28/22
- 8/30/23 - tabled

Unfinished Business:

4. Discussed Article X Section 1 (Be mindful of Article VIII Sec 4 Nomination and Sec 5 Election)

- (a) - Committees of the Board
 - (a)1 - HR Committee
- Discussion was started by going over the actual job performance this committee was to do. Since this committee consists of one board director and 2 lot owners, and the current definitions of their duties it was determined that it is the clear intent of the Association that this committee is not to be confused with what we consider as a Human Resources with the business duties in the business world. Therefore we decided to change the name of this committee to the "Employment Policy and Procedures" Committee.
- We also voted to put a disclaimer in the bylaws stating that this committee does not serve as a human resource in any capacity.
- Section amended to read as follows (deleted text struck through, new text in **bold blue**)

~~Human Resources Committee~~ Employment Policies and Procedures Committee.

a. The committee's responsibilities shall include ~~those such as delegated by the board and~~ as described in the HPPOA Employee Handbook, **including:**

(i) Conduct an annual review (by sampling) of processes and actions covered by the handbook to ensure compliance.

(ii) Evaluate, no less than annually, the performance of the general manager and make a recommendation or report to the full board for its review and approval.

(iii) Evaluate justification for new positions when proposed and for existing positions as needed using the position descriptions and other necessary resources.

(iv) Review and document new and revised position descriptions in the standard format periodically and as needed.

(v) Serve as consultant to the Finance Committee in development of an annual merit increase budget.

b. The committee shall be comprised of one board director and two Association members appointed by the board. **Association member vacancies of this committee shall be advertised. This may include advertising on the HPPOA webpage or announcing at board or membership meetings.**

c. **The** Director members shall serve during the time of their term on the board. Association members shall serve for up to three years.

d. This committee creates the policies and procedures for employment practices. They do not serve as human resources in any capacity.

- This new language was voted and approved unanimously. Motion made by J. Loendorf, seconded by L. Dillard.
- Started drafting a Human Resources Committee: three board members, no lot owners; do HR functions; Does Robert's Rule of Order have anything to say on this? HR for employees, plus, where do board members go when they have grievances?

5. Requested Bylaws amendment voted on at Membership Meeting on 6/25/23 - table due to lack of time.

Meeting adjourned at 5:35 pm.