

St. Louis Office for Developmental Disability Resources Minutes of the Nominating/Personnel Committee August 27, 2020

Board Members Present:

William Siedhoff, Chairperson

Ken Franklin, Vice Chairperson Michael Garvin, Board Member

Board Members Absent:

Dionne Flowers, Board Member (Committee Chair)

Staff Members Present:

Shaelene Plank, Executive Director Olivia Pruitt, HR Manager Rachel Shapiro, Executive Assistant

1. Bill Siedhoff, Board Chair, called the meeting to order at 4:09pm.

Nominating Committee

No business

Personnel Committee

- 2. Review and approve Employee Handbook and revised Sunshine Law Policy
 - a. Made bigger changes to the following sections:
 - i. Working Hours and Schedule (changes made as far as flexibility)
 - ii. Timekeeping procedures
 - iii. Paid holidays section: Proposing observing Juneteenth rather than Truman's birthday. Everyone agreed that is a good idea. The mayor declared it as holiday and the State recognized it by legislation as well.
 - iv. Travel time for non-exempt employees: Changed to clarify some mileage policies for staff working from home.
 - v. Performance Improvement Plan: Made sure wording in forms and handbook policies were aligned.
 - vi. Updated succession plan and the use of "Assistant Executive Director" (the position was eliminated). Updating the handbook to comply with new laws and best practices.
 - vii. An employee suggested changing our policy related to access to the extended sick bank. The way it is written now, it applies to FMLA-related illnesses only and the person needs to have a longstanding health issue. Staff want to use it if they have an illness that maybe more than 3 days, but not necessarily an FMLA situation. The new policy allows them to use their sick bank if they get doctor's note for any illness beyond 3 days.
 - b. We will have lawyers review the handbook. We are not re-writing the handbook, just updating policies, especially with COVID-19 considerations.
 - c. Ken spoke highly of SHRM Society for Human Resource Management. It is a nationally accredited entity. They offer HR professional certification. We have two levels of assurance that our policies are in compliance SHRM and our lawyers. With this year's revisions, we are at a good point with compliance and best practices. Ken commended our staff. He also asked if there was a cap or time limit on the sick bank. No cap on the sick bank, but we do not pay it out when people leave. The SHRM tool is useful for employees and includes safeguards. Olivia will have Sheila, our lawyer, look at the handbook revisions.
 - d. Vote to move it forward: Michael Garvin moved to recommend the revisions to the policies subject to further review by lawyer. Ken Franklin seconded. All in favor. None opposed. Motion carried.
 - e. Sunshine Law Policy Correction: Our written policy was not in compliance with the State statute (not sure how it happened attorney had reviewed it in 2011 and made suggestions to us to change it, and it never happened). We were charging .25 per copy after first 10 pages, and we can't do that. It is .10 per page. We revised it according to the statute.

f. Michael Garvin moved to bring the policy correction to the full board. Ken Franklin seconded. All in favor. No opposed. Motion passed. Will make sure we do everything in compliance with Sunshine Law.

3. Review Employee Satisfaction Survey and make recommendations

- a. Had a great response rate. Overall, we should be proud of the results. There are areas we need to work on.
- b. Good that there was a comfort level that people felt they could speak freely. Do we have anything to compare it to? We have a less extensive survey from last year. Last year's was pretty favorable as well. There will always be some disenchantment. Common theme: Morale issues in TCM department overall. These issues have improved we have put things in place that have helped with that. TCM management team morale has not improved.
- c. One question that surprised Shaelene on the Job Satisfaction section (p. 15 of 18 in handout): 93% enjoy their job, but if offered the same job somewhere else at the same rate of pay, would they stay? Only 68% said yes. Our retention rate was excellent. Did not make sense. Perhaps location is a factor.
- d. Ken asked about an earlier COVID pulse survey. We surveyed leadership team and non-leadership staff separately around the time COVID was hitting. When trying to put a strategy together, pulse surveys pay off – teach you how the organization is feeling over time. May help with leadership and strategy meetings.
- e. Based on feedback from the Employee Satisfaction Survey, we created a response plan for the TCM management team.

4. Response plan for TCM management team

a. Shaelene presented the plan for TCM Management team which includes working through the 5 Behaviors of a Cohesive Team curriculum and completing the DiSC workplace preference profile. There was discussion of this plan and the committee was supportive of this plan.

5. Review of re-entry of staff

- a. Shaelene shared the plan with the committee and explained how hard Olivia and Lisa worked on making sure we understood the laws and regulations around COVID-19. Twenty-eight staff members are back in the office as of this Wednesday. We have managed to space everyone out. No more than two in a cubicle. No more than one in an office. So far everyone is doing well and handling it ok. Some have asked if they can stay home, but we have been consistent with everyone that everyone needs to come back. Will evaluate things when everyone gets back if people can permanently work from home. The decision will be based on agency needs and their performance during this stay-at-home time. All staff will be back as of September 16 if numbers do not go up.
- b. Shaelene thinks we will go off the remote-only list soon. TCM will be expected to do visits with their clients in some way (open air, porch/house). DMH made that very clear. Coming back to office is good preparation for in-person visits. We are in compliance with the City's requirements. There is nothing contradictory about the City and DMH requirements as far as expectations. May have to ask for some special considerations from DMH when we start doing visits. DMH makes statewide decisions, and we have issues unique to the City. There are some places in the city where people are not comfortable meeting in person outdoors due to safety.
- c. We have a response plan it is an ever-changing, fluid document. Everyone fills out a screening form before they come in. What was once a piece of paper is now an electronic form an employee submits. Once submitted, an email automatically goes to the employee's supervisor letting them know whether the employee is permitted to enter the building. Thanks to Nathan for setting up this system. This experience helped us think of other ways we can utilize that technology (Office 365).

6. Accessibility Assessment - Shaelene Plank

a. We had Paraquad come in and do a walk-through of the building regarding accessibility. They gave us good recommendations. The Safety Committee categorized them as "required", desirable, or "not feasible". Required items are a priority. One main item was that the van-accessible parking spot did not have proper signage, but we have taken care of it. Some items require discussion with the landlord.

- Timing is important. Just got them to approve carpet cleaning for this Saturday, so we will wait until then to reach out about some other things).
- b. Question about putting in a ramp. It is on the list. Shaelene will bring it up with the landlord. It will be more than we anticipated because of the size of the door, landscaping, sidewalk. Would be a big reconfiguration. May have to try to get them to do some of these things. Question about painted red lines. Would like to paint red lines where the parking lot meets the walkway, so that people know they are entering a parking lot. Will keep the committee posted on progress we make toward getting some of these things done.
- 7. **Michael Garvin moved to** adjourn the meeting to go into a closed session to discuss personnel matters as allowed by MO Revised Statute 610.021(13) **Ken Franklin seconded the motion. All in favor. None opposed. Motion carried.**
- 8. The committee met in a closed session and returned to open session at 5:15PM. Michael Garvin moved to adjourn the meeting. Ken Franklin seconded. All in favor. Motion carried.

The meeting was adjourned at 5:19pm.

Cynthia Mueller, Secretary

Date Approved