

## Human Resources CAP Committee Meeting Minutes June 20<sup>th</sup> 2023, at 1pm

- 1) **New Member---** Sarah Resenic, Director of Human Resources from Community Human Services joined the group.
  
- 2) **End of the Fiscal Year Policy Revisions-**we discussed policies that were changing due to end of the year circumstances, one example was PTO policy. Due to staff shortages and staffing patterns, there was a need to change the PTO policy was written. PTO would “rollover” on the staff’s anniversary rather than on the end of the fiscal year. Another organization talked about how they have “Unlimited PTO” for exempt staff and the staff does not abuse it, in fact they are the group that takes less time off. Some organizations front load their PTO and some accrue per pay period over the year. One organization talked about how they have a catastrophic bank for PTO that 1/3 of the employee's balance can roll over into the bank. There were some organizations that do not pay out all PTO when a person leaves (they only pay up to 80 hours), others who do not pay PTO if someone is terminated or does not provide proper notice.
  
- 3) **Open Enrollment---** discussed the different increases agencies received and what they did to mitigate the cost. Some went self-funded, some passed along a lot of cost to employees and different coverage levels determined how much cost was passed along.
  
- 4) **Postings-** the group discussed that Indeed was the main source of advertising jobs. Although with the new “pay for application” it has been a struggle amongst providers. We discussed ways to get more focused with posting jobs and how some agencies are doing that. Posting by city/zip code seems to be very effective for agencies. We discussed the different ATS systems agencies have and how they use them most efficiently. Some organizations are starting to evaluate qualifications for staff and determine if the qualifications can be modified.

**Our next meeting is scheduled for August 29<sup>th</sup>, 2023, at 1pm.**