**MINUTES LCCJ HR Committee Meeting**

**June 7, 2017**

**Present: Linda Rush, Sarah Bingham, Margo Bell, Scott Ferguson, Jordan**

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| **AGENDA ITEM** | **DISCUSSION** | **ACTION** |
|  | Jim Higginson has decided not to participate in our HR Committee  Scott has agreed to join the committee |  |
| **Social Media Policy** | We went through the two Social Media Policies, trying to soften the language, and make it a little more “Restorative” in tone. | Linda will make the suggested changes and send the results to Margo for fine tuning, and then to Sarah. Approval will be sought at the next Board Meeting |
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| **Compensation Review Policy**  **Performance Review Policy**  **Health and Safety** | A number of local, non-unionized, social service organizations in the area had provided information to Sarah, Linda and Margo about their salary structures.  We discussed how to approach creating our own salary grid  We discussed the purpose of doing this, given that all salary adjustments will be dependent on increased funding. It was felt that even if the grid cannot be followed immediately, it will provide goals for the organization to try and achieve.  We discussed whether compensations other than financial, such as more than minimum salary, days of personal leave, flexibility of work hours, should be part of our compensation policy.  We discussed how to form a compensation policy. Factors to consider: Minimum and Maximums for each positon; how many “steps” there would be: what would trigger steps up the salary grid.  Question raised – what about stipends we pay (like for the Be Strong Team Leaders). Do we need policy about that.  We discussed the Perfomance Review Policy further  Two major discussion points were:   * How to articulate some restorative principles in the policy * Whether the form the evaluation takes should be written in policy, as Murray has suggested for the E.D. Performance Review, or whether that should be left up to the person doing the reviewing. Generally it was felt it should be left up to the person doing the review, and that Murray’s document could form a useful set of guidelines if needed for future reviews   Sarah presented the beginnings of a new Health and Safety Policy, which we will review at the next meeting | Sarah will get more salary information from Lanark County Community Programs.  Scott will get salary information from Laws  All of the issues pertaining to this new policy require more discussion at the next meeting  Linda will redraft the Policy and send it out for further discussion at the next meeting  We will all think about how to articulate restorative principle for a review process for discussion at the next meeting |
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