**Minutes – HR Committee Meeting – LCCJ – May 4, 2017**

**Present** – Linda Rush, Margo Bell, Sarah Bingham

**Notes:**

* Murray, who was on the HR Committee only temporarily while it got established, has now stepped off of it.
* Jim Higginson has not responded to any notices of HR meetings or issues recently. Margot will contact him to find out if he is still willing to be an active participant
* Social Media Policy. Sarah and Linda had put together two Social Media Policies, one for personal profiles and accounts, and one for LCCJ profiles and accounts. These were gone over in detail and amended to everyone’s satisfaction. Sarah will post these with the pre-Board Meeting material for presentation at the next Board meeting.
* Health and Safety Policy. Sarah will try and amend our current policy for the next HR meeting
* Compensation Review Policy. This will be presented to the Board for approval at the next meeting. We anticipate that the creation of a pay scale or grid will be approved. Several local agencies were identified that might be good comparators. We will contact them before the next HR meeting to ask for the pay, or pay scales for the positions comparable to our ED, and two coordinators. Linda will contact NFCS in Sharbot Lake. Margo will contact Big Brothers and Yak (?). Sarah will contact The Table, Connections and Yak

Sarah will ask Sherry it find out what she can about what other Community Justice Organizations pay their staff

Once we have this information, Sarah will ask her husband to help us construct a grid.

* Performance Review Policy. Work was begun using material we have to create this policy. This will be continued at the next HR meeting
* Next meeting – to be determined.