**MINUTES LCCJ HR Committee Meeting**

**Oct 24, 2017**

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

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| AGENDA ITEM | DISCUSSION | ACTION |
| Performance Review Policy |  | Will be submitted for approval Board Meeting Oct 24th (note – Policy was approved at that meeting) |
| Compensation Review Policy | Information from local comparator organizations was collated and consideredWe will propose to the Board a Pay Grid with the following features:* Salary for Program Coordinators in range of $20 to $25. Hourly. Salary for ED $25 to $30. This is near the upper range for our comparators
* We will propose a 5 step grid. Presently each step will be a $1 per hour raise
* The intervals for steps will be 2 years for the first three steps and 3 years for the last two
* Increments will be decided according to the criteria already in the policy
* New hires which exceed our requirments in experience or education may enter the grid at step 1, 2 or 3, at the discretion of the hiring committee
* The grid will be adjusted by the CRA cost of living index annually, as per our policy
 | This policy has been passed by the Board.Do we need something for administrative personnel?Linda will create a grid and send it out to the Board in advance of the next meeting for approval or modification. |
| Health and Safety Policy |  | Linda will send out a draft of this policy for review by the committee prior to the next meeting, so that it can hopefully by approved at the next Board MeetingLinda and Margo will try and meet to begin discussion of the Health and Safety Handbook prior to our next meeting  |

Next meeting – 4 pm Nov 28th, 2017.