



**The
Family
Tree**

Human Resources Committee Meeting
Thursday, November 5, 2020
8:00 a.m. – 9:00 a.m.
Charlene Hayes, Committee Chair

Conference call #: 712-770-5505
Access Code: 496823#

AGENDA

The Family Tree is the organization of choice for employees and volunteers across Maryland

1. Welcome & Approval of September 3, 2020 Minutes – Charlene Hayes
2. Mission Moment - Pat Cronin
3. COVID – 19 – Updates
4. Policy Development
 - a. Annual Updates
5. Staff Compensation and Benefits
 - a. COLA increases
 - b. Holiday staff gifts
6. Human Resource Issues/Projects-
 - a. Hired Staff
 - b. Resignations
 - c. Open Positions
7. Announcements -
 - a. Thursday, 11/19-6:30-7:00p - Evening to Give Thanks–Volunteer of the year Awards- Zoom
 - b. Tuesday, 1/12/21 - Executive Committee Meeting – 12:00p- Zoom Meeting
 - c. Tuesday, 1/19/21 – General Board Meeting – 5:30p – Zoom Meeting

Next Committee Meeting: Thursday, 1/28/21, @ 8:00a



The Family Tree

Human Resources Committee

Thursday, September 3, 2020

8:00 a.m. – 9:00 a.m.

Charlene Hayes, Committee Chair

AGENDA

Telephone conference meeting began at 8:00 a.m.

MEMBERS PRESENT: Charlene Hayes, Sally Bauer, Sarah Sheckells, Bruce McEntee

STAFF PRESENT: Dottie Kowalewski, Pat Cronin, Stacey Brown, Phil Saracino

The Family Tree is the organization of choice for employees and volunteers across Maryland

1. Welcome & Approval of April 16, 2020 Minutes
2. Mission Moment- Pat Cronin
3. Review & Approval of FY2020 HR Committee Job Description
4. COVID – 19 - Updates
5. Policy Development
 - a. Employee Handbook Updates
6. Staff Compensation and Benefits
 - a. Health Ins. Open Enrollment
7. Human Resource Issues/Projects-
 - a. Hired Staff
 - b. Open Positions
8. Announcements -
 - a. Tuesday, 10/13 - Executive Committee Meeting – 12:00p- Zoom Meeting
 - b. Tuesday, 10/20 – General Board Meeting – 5:30p – Zoom Meeting

Next Committee Meeting: Thursday, 11/5, @ 8:00a

RECORDER: *Dottie Kowalewski*

Human Resources Committee

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ISSUE #1 – WELCOME & APPROVAL OF APRIL 16, 2020 MINUTES

SUMMARY OF DISCUSSION: The minutes of April 16, 2020, were approved as submitted.

ISSUE #2 & #4 – MISSION MOMENT & COVID-19 UPDATES

SUMMARY OF DISCUSSION: Pat, Dottie and Phil shared the following.

- Staff still working virtually. Some staff come into building daily (facilities, finance, front desk admin. KCP or once a week (FSS paperwork, supplies for families, Development, HR, Programs)
- Building is prepared. Protection screens have been placed around the front desk in the Atrium, hand sanitizers and sanitizing wipes have been provided to staff who are coming into the building.
- Stipends have been provided to some staff for use of their phone, reimbursement for some office supplies (i.e., printer toner, paper).
- HD cameras have been received and available to staff if needed when they are in the building working. Our current monitors do not have cameras on them.
- Plan for Entering the Workplace policy went out to all staff to review and electronically sign.
- Visitors Waiver has been created for any Visitors into the building.
- Our Kids Care Plus (KCP) program open to families in July.
- We received total PPE forgiveness until early November.
- With a lot of staff working from home and accessing VPN, Sally asked the question of how secured are we? Phil shared that Helion has built a nice security level with standard firewalls and continuous staff training on IT security. Helion is always testing staff with bogus emails and phony links to click on. If you fail, staff is required to take online security awareness training.

ISSUE #3 – REVIEW & APPROVAL OF FY2021 HR COMMITTEE JOB DESCRIPTION

SUMMARY OF DISCUSSION: The job description was approved as submitted.

ISSUE #5 – POLICY DEVELOPMENT

- a. Employee Handbook Updates – Handbook was reviewed and signed off from Kristen Eriksson at Miles & Stockbridge. Handbook was sent out to all staff last week with cover page of changes and to electronically sign. Cover page with changes is attached. A copy of the handbook will be sent electronically to HR Committee.
- b. Core Values –
 - a. Last year in June 2019 all staff attended an Undoing Racism workshop. One of the goals after the workshop was to revisit and review our Core Values.
 - b. A team was created (late April 2020) with representation from all Programs.
 - c. Started back in March's staff meeting (Pre-COVID) all staff participated in an activity reviewing our current Core Values and breaking into teams.
 - d. Each team identified core values that were important to them and all ideas were compiled together for the new Core Values team to create the new values.
 - e. The new values were presented to all staff in the July staff meeting and are now in the Employee Handbook Update.

ISSUE #6 – STAFF COMPENSATION AND BENEFITS

- a. Health Ins. Open Enrollment –
 - CareFirst slight increase of 2.26%
 - TFT monthly contribution this year is \$475.
 - Effective date 10/1
 - In the future we would still like to contribute to staff 403b plan (currently on hold).

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ISSUE #7 – HUMAN RESOURCE ISSUES/PROJECTS

- a. Hired Staff –
 - Camila Toscano – 4/20/19 -Bilingual FSS – virtual orientation and training.
 - Michaela Huizar – 5/11/19 – FSS – virtual orientation and training
 - Both positions are 100% grant funded
- b. Open Positions-
 - Community Engagement Training Coord. – Jennifer Roberts last day 7/17, position is unfunded and will be held off for recruitment until we have a better handle on fund raising.
 - Community Engagement Asst. Director – Ruby Parker last day 9/23
 - Erik Weber – changed to PT status for family reasons
 - Nurse RN – FCM
 - Ashley Johnson promoted from Lead to Nurse Manager - FCM
 - Ann Myers promoted to Lead Nurse – FCM
 - Stacey shared for the FCM positions, we applied for a grant and was awarded the grant from MSDE which will allow us to hire additional staff and promote current staff. This will also allow us to expand to Baltimore County

ISSUE #8 - ANNOUNCEMENTS

- a. Tuesday, 10/13 - Executive Committee Meeting – 12:00p- Zoom Meeting
- b. Tuesday, 10/20 – General Board Meeting – 5:30p – Zoom Meeting
- c. Lace Up to Child Abuse Virtual Event – 10/31 & 11/1 – information on our website
- d. FamFest will be moved to end of June
- e. Baltimore Magazine event was cancelled in August 2020

Next Committee Meeting: Thursday, 11/5, @ 8:00a