



Human Resources Committee Meeting

Thursday, September 3, 2020

8:00 a.m. – 9:00 a.m.

Charlene Hayes, Committee Chair

Conference call #: 712-770-5505

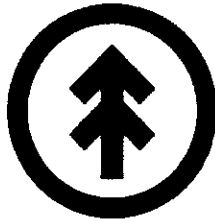
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AGENDA

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



The Family Tree

Human Resources Committee

Thursday, April 16, 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

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 January 30, 2020 Minutes
2. Mission Moment- Pat Cronin
3. COVID - 19
4. Staff Training Development and Recognition
 - a. Staff Anniversary Lunches
 - b. Staff Quarterly Event
5. Policy Development
 - a. Employee Handbook Updates
 - b. Emergencies & Safety in the Building
6. Staff Compensation and Benefits
 - a. Parental Leave
7. Human Resource Issues/Projects-
 - a. Hired Staff
 - b. Open Positions
8. Announcements -
 - a. Tuesday, 4/21 - General Board Meeting - Zoom Call—5:30p
 - b. Tuesday, 4/27 - Virtual Great Chefs' Event - 7:30p
 - c. Tuesday, 5/26 - Executive Committee Meeting – 12:00p
 - d. Tuesday, 6/2 – Annual Board Meeting – 5:30p – Location TBD

Next Committee Meeting: TBD

RECORDER: *Dottie Kowalewski*

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ISSUE #1 – WELCOME & APPROVAL OF JANUARY 30, 2020 MINUTES

SUMMARY OF DISCUSSION: The minutes of January 30, 2020, were approved as submitted.

ISSUE #2 – MISSION MOMENT & ISSUE #3 COVID-19

SUMMARY OF DISCUSSION: Pat Cronin shared information about how all of our programs are proceeding working virtually during the COVID-19 crisis.

- Family Education - Classroom curriculum has now been transformed to an online format. We currently have 5 class cycles in progress (35 people registered; 18 attended) and are adding additional cycles each week. Some staff have participated in social media videos and announcements.
- Home Visiting - Programs have conducted 113 virtual home visits and 170 weekly telephone calls and or text.
- Community Engagement - Team has scheduled two (2) online webinars. Both webinars reached our initial registration limit therefore we increased the number of registrations from 30 to 50.
- BCCRC - 350 contacts with family providers which included telephone calls, emails, and virtual meetings.
- All of our program staff have been creating videos and tips that are shared on social media and email.

Charlene asked what types of challenges that we have experienced.

- Stacey shared issues that the Family Connects Maryland have had trying to receive the pipeline of information (new mothers) from Sinai Hospital to enrollment. Stacey shared that they are in the process of working this out with Sinai.
- Dottie mentioned the challenges at first with Zoom meetings, VPN set-up with staff working from home and maintaining the building. All issues have now been worked out.
- Phil mentioned the challenged of keeping everyone productive and the process of applying and getting approved for the Payroll Protection Program with M & T bank. Our loan was approved which will give us a lifeline of 2 months to pay for salaries and utilities.

ISSUE #4 - STAFF TRAINING DEVELOPMENT AND RECOGNITION-Dottie discussed the following:

- a. Staff Anniversary Lunches – Went to Joe Squared on 2/10 – Small Group - Anniversaries Oct.-Dec.
 - Kelley Harrison- 12 years – 12/3/2007
 - Erik Weber – 2 years – 11/27/2017
 - Ann Myers – 1 year – 12/10/2018
- b. Staff Quarterly Event –
 - Cancelled due to COVID-19 – was schedule for 3/27 – Plan was to play staff bingo with finger foods, prizes for games and closing early at 2p for staff. We will reschedule at a later date

ISSUE #5 – POLICY DEVELOPMENT

- a. Employee Handbook Updates – Scheduled for July 2020, working on updates now and will send out updates to HR Comm. after review from Miles & Stockbridge. Due to the COVID-19, effective date may be moved to September 2020.
- b. Emergencies & Safety in the Building –Currently in review status and has been approved by a Baltimore City Fire Dept volunteer and has been sent to BCPD Swat – Sergeant Palmer for review. Once approved by all reviewers, we will share with staff at an all staff training.

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- The policy manual includes practices and policies regarding emergencies when in the building and outside the building, fire drills, active shooters, bomb threats

ISSUE #6 – STAFF COMPENSATION AND BENEFITS

a. Parental Leave –

- We will offer two (2) weeks paid upfront and then staff will use their own PTO. Must use the 2 weeks all together.
- Staff would have to be employed for at least 1 year. Full-time or Part-Time (24 hrs.). The leave would be offered to parents of biological, adopted, or stepchild. Parents would include biological, adopted, or surrogate parent, or the domestic or marital partner of a biological or adoptive parent. Paperwork must be provided (birth certificate, adoption paperwork etc.).
- Health Ins. coverage would be provided for up to 12 weeks up to \$500 (current agency monthly contribution). Staff would pay for anything over the \$500 that we provide.
- Effective date 7/1/2020
- Currently, we have two staff members affected by this. We will send out an addendum to our handbook prior to the handbook being finalized.

ISSUE #7 – HUMAN RESOURCE ISSUES/PROJECTS

Hired Staff

- a. Bilingual Family Support Specialist – Healthy Families – Camila Toscano – 4/20/2020 – virtual training and finalizing orientation
- b. Family Support Specialist – Healthy Families – Michaela Huizar – 5/13/2020
- c. Both positions are grant funded

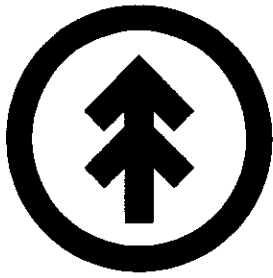
Open Positions

- a. Lead Nurse, Family Connects MD – Interviewing – difficulties filling position
- b. Child Care Teacher – P/T - 8 months – Currently performing phone interviews. At this time, we will place the hiring of this position on hold.

ISSUE #8 - ANNOUNCEMENTS

- a. Tuesday, 4/21 - General Board Meeting - Zoom Call—5:30p
- b. Tuesday, 4/27 - Virtual Great Chefs' Event - 7:30p
 - Sally has asked to include staff in this event. Mary will share with all staff to attend.
- c. Tuesday, 5/26 - Executive Committee Meeting – 12:00p
- d. Tuesday, 6/2 – Annual Board Meeting – 5:30p – Location TBD or a virtual meeting

Next Committee Meeting: TBD



The Family Tree

Human Resources Committee-Job Description Fiscal Year 2021

Chair: Charlene Hayes

Staff Lead: Dottie Kowalewski, Operations and HR Manager

Committee Members:

Sarah Sheckells, Bruce McEntee (Committee), Sally Bauer (Ex Officio)

Human Resources Committee Job Description:

As per Article III of the By-Laws:

- The *Human Resources Committee* shall prepare and recommend to the Board of Directors personnel policies of the Corporation and monitor and evaluate the same.
- The committee shall assist the President in the evaluation of the Executive Director at least once each year and shall report to the Board of Directors on that evaluation.
- Assist with the development of policies as needed for the Council on Accreditation (COA) or other best practices models.
- Provide oversight to required policy development activities, including the review of the organization's annual 990 prior to its file date.

Section 5, Article III Term of Office

Each member of the committee shall continue in office at the pleasure of the Board of Directors.

Vision: TFT is the organization of choice for employees and volunteers across Maryland.

HR Philosophy: We strive to provide dynamic staff development opportunities; competitive compensation/benefits & meaningful recognition for staff and volunteers.

Goals FY21:

- Continue development & evaluation of policies to insure optimal functioning of The Family Tree
- Enhance our capacity to staff recognition and training programs aimed to attract, retain and celebrate/reward the competent staff
- Additional leadership in the workplace trainings
- Oversee TFT's staffing plan that allows for new positions equipped with required competencies to implement the strategic plan
- Employee Handbook Updates- 8/2020
- Benchmark with other NGO's TFT's and review annual compensation structure, including benefits
- Continue to be a support regarding human resource issues
- Develop a plan and team for Executive leadership transition.
- Providing support to TFT in creation of an anti-racist culture at The Family Tree.

Scheduled meetings:

Thursday, September 3, 2020 8:00 AM

Thursday, November 5, 2020 8:00 AM

Thursday, January 28, 2021 8:00 AM

Thursday, April 22, 2021 8:00 AM



Memo

TO: All Staff

FROM: Dottie Kowalewski

DATE: August 27, 2020

RE: Employee Handbook Updates – August 2020

With this document, is the updated Employee Handbook. Below are the following updates/additions to the handbook. **After reviewing the handbook, you will be instructed to sign electronically. If you would like a paper copy, please send me an email.**

- Page 2 - Core Values – section 2.0 – New Core Values added
- Page 3 - Programs section – Updates and BCCRC added
- Page 4 - Equal Employment Opportunities – section 3.1 – clarifications
- Page 5 - Prevention of Harassment & Discrimination – section 3.3 – clarifications
- Page 7 - Accommodations of Disabilities – section 3.4 - added Lactation Accommodations
- Page 8 - Hiring Relatives/Employee Relationships – new section 3.5
- Page 17 - Workplace Violence Prevention Policy – section 3.12, E. Arrest/Convictions – added self-report and clarifications
- Page 19 - Safety & Security – section 3.14 – addition of Emergencies & Safety in the Building policy/manual and the requirement of staff review with annual updates
- Page 21 - Smoking Policy – section 3.16 – addition of smokeless tobacco and e-cigarettes
- Page 21 - Children in the Workplace – new section 3.20
- Page 23 - Code of Ethics – section 4.2 – added bullet relating to dating staff who you supervise is prohibited
- Page 25 - Payroll Information – section 5.2 – added Cash Advances not allowed
- Page 26 - Timecards - section 5.3 – add mileage/parking reimbursement statement – volunteer event vs. required staff event
- Page 28 - Working from Home – section 5.7 – addition of Telecommuting Agreement
- Page 30 – Holiday Schedule – section 6.1
- Page 31 - Vacations - section 6.2 - add 15+ years - 5 weeks' vacation
- Page 31 - Sick Leave – section 6.3 – clarifications for use of sick leave
- Page 33 - Parental Leave Policy – new section 6.7