



Human Resources Committee Meeting
Thursday, January 28, 2021
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 November 5, 2020 Minutes – Charlene Hayes
2. Mission Moment - Pat Cronin
3. COVID – 19 – Updates
4. Policy Development
5. Staff Development/Compensation and Benefits
6. Human Resource Issues/Projects-
 - a. Hired Staff
 - b. Open Positions
7. Announcements -
 - a. Tuesday, 3/23/21 – Executive Committee Meeting – 12:00p. Zoom Meeting
 - b. Tuesday, 4/13/21 – General Board Meeting – 5:30p – Zoom Meeting

Next Committee Meeting: Thursday, 4/22/21 @ 8:00a



The Family Tree

Human Resources Committee

Thursday, November 5, 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, 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 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

RECORDER: *Dottie Kowalewski*

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ISSUE #1 – WELCOME & APPROVAL OF SEPTEMBER 3, 2020 MINUTES

SUMMARY OF DISCUSSION: The minutes of September 3, 2020, were approved as submitted.

ISSUE #2 – MISSION MOMENT

SUMMARY OF DISCUSSION: Pat shared a story of a mom who reached out to our parenting helpline for advice and help. The mom has 6 children and has been going through a rough time during this COVID crisis. Maleka from our Parenting Helpline was able to talk to the mom and help her with putting her younger children in the Kid's Care Plus program every day for 4 hours.

ISSUE #3 – COVID 19 UPDATES

SUMMARY OF DISCUSSION: Dottie 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. We have ample supply for all staff coming into the building.
- Visitors Waiver has been created for any Visitors into the building.
- Our Kids Care Plus (KCP) program open to families in July.
- Next week, our Family Education team will facilitate an in-house, 4-week parenting education class in our conference room. A checklist has been developed to follow all safe public guidelines.

ISSUE #4 – POLICY DEVELOPMENT

SUMMARY OF DISCUSSION: Dottie shared the following:

- Annual Updates will be sent to all staff electronically via Mega Sign in Adobe Sign. Due to MANO (MD Assoc. of Non-Profit Org.) membership and PCA, annually staff must sign off on Child Abuse Protection, Neglect, Conflict of Interest policies. Includes emergency contacts and if staff drive for business any updates to vehicle and vehicle ins.
- Pat mentioned that due to COVID-19 and all programs being able to provide a virtual process, our Business Continuity Plan has been completed.

ISSUE #5 – STAFF COMPENSATION AND BENEFITS

SUMMARY OF DISCUSSION:

- COLA Increases – Phil shared that there will not be a COLA increase for staff in January. FY20 budget did not include COLA increases. Due to COVID and the Paycheck Protection Program (PPP) received, it allowed us the ability to operate; however, there were negative impacts on donations and fundraising. We have now exhausted our PPP monies. In order to consider a COLA increase to staff in July 2021, it will depend on how successful we are with Great Chefs and other fundraising. Our goal is to hold onto all our staff without having to do any layoffs or reduction in salaries.
- Christmas/Holiday Gift & Virtual Party – Phil also shared that we should be in good shape to give all FT staff a \$200-\$250 & PT staff a \$100-\$125 cash gift for the holidays.

Dottie shared that the Hospitality team is in the process of putting together a virtual holiday party with all staff via ZOOM and breakout rooms to play games.

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ISSUE #6 – HUMAN RESOURCE ISSUES/PROJECTS

SUMMARY OF DISCUSSION:

- Hired Staff –
 - Shanelle Franklin – 10/15 – Nurse FCM – virtual orientation and training
 - Dr. Michelle Ogunwole – 11/2 – Medical Director FCM - virtual orientation and training. Stacey shared that this position candidate was found very quickly by recommendation from our Asst. Director, Family Support Services. Dr. O is from Texas and is currently a resident at JHU. She has extensive maternal and infant health experience. The program mandates that we have a Medical Director and the salary is fully funded.
 - 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

- Resignation –
 - Ruby Parker, Asst. Director, Community Engagement resigned to move back to her hometown in Maine. We were able to retain our own in-house talent and promote Matila Sackor-Jones, former Coordinator in Family Education, to the new position. Currently, Ruby Parker is providing 10 consulting hours to train and provide support to Matila.

- Open Positions-
 - Executive Director – Pat announced she will be retiring in June 2021. Charlene talk about the following recruitment process:
 - Timeline has been developed
 - Announcement to all Board and staff has been completed
 - Currently in RFP process for search firms. Charlene has heard from two.
 - Public Announcement will take place 1/11/2021
 - Identify Replacement in April 2021
 - Start date of replacement 6/1/2020
 - Pat will work and train replacement in June. Retirement date will be 6/30.

 - Additional Nurse RN – FCM – interviews are taking place.

ISSUE #7 – ANNOUNCEMENTS

SUMMARY OF DISCUSSION:

- Pat briefly talked about how successful our first virtual event “Lace-Up 5k” event was in October. We are happy to report that we net \$60,000.
- Stacey mentioned our upcoming Holiday Shop that will be very different this year. The shop will be virtual, with parent shopping virtually for the children and will pick-up their packages outside of our building in the courtyard area. We are very much in need of donations for this to be successful.
- Thursday, 11/19-6:30-7:00p - Evening to Give Thanks–Volunteer of the year Awards- Virtual Zoom Event
 - Meyerhoff Public Service Award to councilmember Zeke Cohen
 - Patricia K. Kirk Volunteer of the Year award to Kirsten Eriksson at Miles & Stockbridge
 - Sherman Mission Maker award to Augie Chiasera at M & T Bank
- Tuesday, 1/12/21 - Executive Committee Meeting – 12:00p- Zoom Meeting
- Tuesday, 1/19/21 – General Board Meeting – 5:30p – Zoom Meeting

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