



St. Louis Office for Developmental Disability Resources
Minutes of the Nominating/Personnel Committee
August 27, 2020

Board Members Present:
William Siedhoff, Chairperson

Ken Franklin, Vice Chairperson
Michael Garvin, Board Member

Board Members Absent:
Dionne Flowers, Board Member (Committee Chair)

Staff Members Present:
Shaelene Plank, Executive Director
Olivia Pruitt, HR Manager

Rachel Shapiro, Executive Assistant

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1. Bill Siedhoff, Board Chair, called the meeting to order at 4:09pm.

Nominating Committee
No business

Personnel Committee

2. Review and approve Employee Handbook and revised Sunshine Law Policy
 - a. Made bigger changes to the following sections:
 - i. Working Hours and Schedule (changes made as far as flexibility)
 - ii. Timekeeping procedures
 - iii. Paid holidays section: Proposing observing Juneteenth rather than Truman's birthday. Everyone agreed that is a good idea. The mayor declared it as holiday and the State recognized it by legislation as well.
 - iv. Travel time for non-exempt employees: Changed to clarify some mileage policies for staff working from home.
 - v. Performance Improvement Plan: Made sure wording in forms and handbook policies were aligned.
 - vi. Updated succession plan and the use of "Assistant Executive Director" (the position was eliminated). Updating the handbook to comply with new laws and best practices.
 - vii. An employee suggested changing our policy related to access to the extended sick bank. The way it is written now, it applies to FMLA-related illnesses only and the person needs to have a longstanding health issue. Staff want to use it if they have an illness that maybe more than 3 days, but not necessarily an FMLA situation. The new policy allows them to use their sick bank if they get doctor's note for any illness beyond 3 days.
 - b. We will have lawyers review the handbook. We are not re-writing the handbook, just updating policies, especially with COVID-19 considerations.
 - c. Ken spoke highly of SHRM – Society for Human Resource Management. It is a nationally accredited entity. They offer HR professional certification. We have two levels of assurance that our policies are in compliance - SHRM and our lawyers. With this year's revisions, we are at a good point with compliance and best practices. Ken commended our staff. He also asked if there was a cap or time limit on the sick bank. No cap on the sick bank, but we do not pay it out when people leave. The SHRM tool is useful for employees and includes safeguards. Olivia will have Sheila, our lawyer, look at the handbook revisions.
 - d. Vote to move it forward: **Michael Garvin moved to recommend the revisions to the policies subject to further review by lawyer. Ken Franklin seconded. All in favor. None opposed. Motion carried.**
 - e. Sunshine Law Policy Correction: Our written policy was not in compliance with the State statute (not sure how it happened – attorney had reviewed it in 2011 and made suggestions to us to change it, and it never happened). We were charging .25 per copy after first 10 pages, and we can't do that. It is .10 per page. We revised it according to the statute.


Timing is important. Just got them to approve carpet cleaning for this Saturday, so we will wait until then to reach out about some other things).

- b. Question about putting in a ramp. It is on the list. Shaelene will bring it up with the landlord. It will be more than we anticipated because of the size of the door, landscaping, sidewalk. Would be a big reconfiguration. May have to try to get them to do some of these things. Question about painted red lines. Would like to paint red lines where the parking lot meets the walkway, so that people know they are entering a parking lot. Will keep the committee posted on progress we make toward getting some of these things done.


7. **Michael Garvin moved to adjourn the meeting to go into a closed session to discuss personnel matters as allowed by MO Revised Statute 610.021(13) Ken Franklin seconded the motion. All in favor. None opposed. Motion carried.**

8. The committee met in a closed session and returned to open session at 5:15PM. **Michael Garvin moved to adjourn the meeting. Ken Franklin seconded. All in favor. Motion carried.**

The meeting was adjourned at 5:19pm.



Cynthia Mueller, Secretary



Date Approved