

**Fox Valley Workforce Development Board**

**HR/Personnel Meeting Minutes**

**Wednesday, June 10, 2015**

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**HR/Personnel Committee Members Present:** Mr. Beregszazi, Ms. Behringer,.

**HR/Personnel Committee Members Present via Phone:** Ms. Larsen and Ms. Mingus

**Members Excused:** Ms. Kalata

**Member Absent:** Mr. Dissing

**Others Present:** Paul Stelter, CEO and Ms. Haczkievicz (Executive Assistant)

**Call to Order:** The HR/Personnel meeting was called to order at 1:11 PM by Ms. Behringer

**Approval of Minutes from 4/29/15:** Ms. Behringer moved to approve the minutes at 1:12 P.M. Minutes were approved

**Update on Controller Position:** Mr. Stelter let the group know that he has narrowed the search to one person and that background checks will be taking place in the next few days.

**Discuss Outline of Topics/Policies for Inclusion in Policy Manual:**

**Proposed Policy:**

- EEOC and Affirmative Action
- Compensation and Benefits
- Recruitment, Selection, Termination
- Personnel Records
- Performance Management
- Conditions of Employment
- Anti-Harassment/Non Discrimination

## **Additional Proposed Inclusions to Current Policy**

Whistle Blower (Mr. Beregszazi)

Red Flag (Mr. Beregszazi)

Alcohol and Drug Free Workplace (Ms. Behringer)

Records Retention/Protection of Employees Personal Information

Family/Military Leave: Ms. Behringer

Definition of Significant Other

Sharing of Personal Information/Reference Checks

EAP

\*Group will send ideas to Paul (*Action Item*)

**Review Benefits Cost:** Mr. Stelter provided the group with two financial tables that outlined current cost for benefits. The group discussed “Cafeteria” benefit ideas to give employees options.

**CEO Draft Job Description:** The group needed more time to review and asked for a copy of the current job description so that they can give their feedback at a later date.

**Adjournment:** The HR/Personnel Committee meeting was adjourned at ? by Ms. Larsen. Mr. BEregszazi moved to adjourn and the motion was 2<sup>nd</sup> by Ms. Behringer

**Next Meeting:** The next meeting is scheduled for Monday, July 20<sup>th</sup> at 3:15 P.M. in the Turner Room, Oshkosh WDB