



BYLAWS/PERSONNEL COMMITTEE MEETING MINUTES

August 30, 2017
(Via teleconference)

ELC Main Office
10 SE Central Parkway, Suite 200, Stuart

Present:	Julie Bixler Tom Peer (via teleconference) Richard Reilly	Natalie Sanders (via teleconference) Joy Yates (via teleconference)
Excused:	Sandy Akre	Sabina Guthrie
Staff:	Migdalia Rosado	Loretta Toth

I. CALL TO ORDER

The meeting was called to order by Chair, Julie Bixler at 8:03 a.m. Roll call was taken and a quorum was present.

II. ANNOUNCEMENTS AND ADDITIONS /DELETIONS TO AGENDA – None

III. ADOPTION OF AGENDA

*Motion was made by Tom Peer and seconded by Natalie Sanders to adopt the agenda.
Motion carried unanimously.*

IV. CONSENT AGENDA – May 2, 2017 Minutes

Motion was made by Tom Peer and seconded by Natalie Sanders to approve the consent agenda as presented. Motion carried unanimously.

V. OLD BUSINESS - None

VI. NEW BUSINESS

A. Employee Handbook Revisions – Ms. Rosado reviewed the recommended changes, noting that some changes were made for compliance reasons.

Joy Yates joined via teleconference at 8:07 a.m.

Reviewing the changes in detail, Ms. Bixler presented her recommendations.

- 1) Section I – Welcome Letter – 2nd paragraph, 1st sentence, add “of” before “educational”. 3rd paragraph, 5th sentence, change “the” to “their”.

- 2) Section I - Employment Relationship and Employee Acknowledgement Form should be placed at the end of the document as Appendices I and II. Employee Acknowledgement – 1st paragraph change “An” employee handbook to “This”. Last paragraph, 2nd sentence to read, “I acknowledge that I have received and read the handbook, and I understand that it is my responsibility to comply with the policies contained in this handbook and any revisions to it.”
- 3) Section 200 – Change the word “company” to “organization”. This change should be made throughout the document.
- 4) Section 207 – The word “personnel” should be changed to “personal”.
- 5) Section 218 – Discussed changing the word “probationary” to “conditional”. If the change is made, it will be changed throughout the document. The attorney will be asked for his review of “probationary” versus “conditional”. Additional changes included the 6th sentence, delete “work long before the expiration” and replace with “last the duration”. Add the following statements at the end of the paragraph: “At the end of the probationary period, the CEO and the probationary employee’s supervisor shall have an opportunity to evaluate the employee’s work habits, attitude, and skills before offering continued employment. The probationary employee’s employment will at the end of the 90-day period either be continued or the employee will be dismissed.”
- 6) Section 307 – The section will be reviewed by the attorney. An additional change included adding at the end of the first paragraph, “A copy of the employee’s military orders should be provided to the CEO at the time the employee requests the leave. Upon return, the employee will be reinstated to the same or a comparable position with seniority and benefits remaining as they were when the leave began.”
- 7) Section 315 – Voting Policy – This is a new section to be added. “This organization encourages all employees to vote on election days and will allow employees and staff up to two (2) hours with pay, if needed, on such days in which to place their vote at the polls. Any such absence should not interfere with work production needs and shall be approved by the employee’s supervisor.”
- 8) Section 501 – This section will be reviewed by the attorney.
- 9) Section 503 – 2nd paragraph, remove “no greater than 3 inches”.
- 10) Section 507 – 1st paragraph, add at the end of the last sentence, “including the use of organization letterhead for personal purposes.”
- 11) Section 512 – 1st sentence, add “themselves and”, before “other”.
- 12) Section 515 – Change “intoxicating liquor” to “alcohol”. Add “s” to both narcotic and substance, making them plural.
- 13) Section 530 – Last sentence, change “case” to “cases”.

Motion was made by Tom Peer to approve the changes in the handbook, including any recommended changes discussed, except for Sections 218, 307 and 501, which will be reviewed by the attorney. Motion was seconded by Natalie Sanders and approved unanimously.

Once the changes have been made to the document and a response has been received from the attorney, the committee would like to review the changes prior to submission into the Board packet.

VII. BOARD MEMBER COMMENTS - None

VIII. PUBLIC COMMENTS - None

IX. ADJOURNMENT

There being no further business, the meeting adjourned at 9:12 a.m.

Respectfully submitted,

Approved 11/29/17

Julie Bixler, Chair
JB/lt