

Susquehanna Community Health and Dental Clinic, Inc.
Personnel and Nominating Committee Meeting Minutes
June 19, 2018 2 p.m.

PRESENT: Ruby Gibson, Board Representative; Jim Yoxthimer, President & CEO (ex-officio); Jackie Oliva Strus, HR Manager and Grants Manager; Karla Sexton, Business Development and Compliance Officer

EXCUSED: Pastor Velinda Webb Smith, Board Representative

I Policies for Review

Karla reviewed all policies with the committee as follows:

- a. **2.0.01 Annual Holiday Schedule**—Management recommends this policy be eliminated as a separate policy and integrated into the Staffing/Scheduling Guidelines Policy.
- b. **2.0.03 Business Travel**—Management proposed that this policy be incorporated into the Financial Control Policy Manual as it deals with travel reimbursement.
- c. **2.0.04 Compensation Policy**—This policy has been reviewed and it was felt to be adequate with no changes needed.
- d. **2.0.05 Disciplinary Action Policy**—Management reviewed and only made minor changes. Language was added to ensure coordination with the HR Manager in cases of disciplinary actions.
- e. **2.0.08 Equal Employment Opportunity Policy**—After review, the only minor change made to this policy is to clarify that the “Compliance Officer” is the “Equal Opportunity Officer” for the purposes of this policy.
- f. **2.0.09 HIPPA Policy**— This policy has been reviewed and it was felt to be adequate with no changes needed.
- g. **2.0.10 Medical Leave Bank (MLB) Policy**—Management reviewed this policy and recommends enabling employees to use a portion (50% up to 130 hours in a calendar year) of their MLB for serious medical conditions of a family member which requires direct care. PTO would need to be exhausted before MLB can be used.
- h. **2.0.11 Paid Time Off (PTO) Policy**—Management has reviewed this policy and recommends the following changes. The maximum allowable balances have changed to a maximum of 1.25 x the annual accrual from the previous 1.5 limit. Employees who had accrued PTO in excess of the maximum as of the effective date of the change will be paid out for such excess. Employees may also elect once each calendar year to “sell-back” up to 40 hours of earned PTO under certain conditions.
- i. **2.0.12 Per Diem Staff Policy**-- This policy has been reviewed and it was felt to be adequate with no changes needed.
- j. **2.0.13 Photo Identification Badge Policy**—Information was changed in this policy to better explain the process of obtaining Photo ID Badges and cost of replacements.
- k. **2.0.14 Problem/Complaint Policy**-- This policy has been reviewed and it was felt to be adequate with no changes needed.
- l. **2.0.16 Staff Orientation Policy**—Management has reviewed this policy and recommended changes so it would be a more general policy for all new hires.

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- m. 2.0.17 Staffing/Scheduling Guidelines**—Management has reviewed this policy and recommended changes so it would be a more general policy for all employees. It was felt this policy would be more suited in the Personnel Policy section of the manual instead of the Operational Policy section and therefore the Policy Owner will now be the HR Manager.
- n. 2.0.18 Workplace Harassment Policy**—This policy was reviewed and a minor change was made to reference reporting of violations to the Compliance Officer. **The following new policies were proposed to capture needed policies that previously had been found in the Employee Handbook, which Management recommends be eliminated/rewritten.**
- o. 2.0.19 Smoking Policy—New policy**—Governs the policy of No Smoking in the Center facilities and permit smoking by employees only in designated smoking areas in the back and side of the building where proper receptacles are placed.
- p. 2.0.20 At-Will Policy—New Policy**—Explains the nature of employment in PA and the constraints to giving notice of termination of any employment.
- q. 2.0.21 Non-Discrimination Policy—New Policy**—Policy sets forth Center’s commitment to Non-discriminatory practices.
- r. 2.0.22 Family Medical Leave Policy—New Policy**—Sets forth the policy governing the requirements of FMLA leave.
- s. 2.0.23 Miscellaneous Leave of Absence Policy—New Policy**—Sets forth the policies governing various leave requests, i.e. bereavement, jury duty, etc.
- t. 2.0.24 Personnel Records and Administration Policy—New Policy**—Sets forth the policies governing an employee’s access to their personnel file.

After review and discussion of all of the above policy changes, the Committee recommended approval of all of the above policy changes and new policies to be considered for approval by the Board.

II Re-Nomination of Board Members

Three board members have terms expiring 06/30/18: Dorothy Hilliard, Barbara Barbus, and Abigail Eschbach. They have all agreed to commit for another 3-year term and are all eligible for another 3-year term.

After review and discussion, the Committee recommends Dorothy Hilliard, Barbara Barbus, and Abigail Eschbach be re-nominated to the Board of Directors for a successive three-year term.

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III Election of Officers

The following Board Members have agreed to take office for a 1-year term:

Chair—Dr. John Boll
Vice-Chair—Abbey Eschbach
Treasurer—Dorothy Hilliard

The Committee then had a discussion regarding the vacancy of Secretary and their recommendation. Jim stated he will reach out to the proposed Board Members to be sure of their willingness to commit before the next Board Meeting.

It was decided the next meeting of the Committee will be in August. This meeting will be scheduled at a mutually agreeable time with the committee and notice will be sent.

With no further business to discuss, the meeting was adjourned.