

Personnel committee

March 19, 2024

In attendance: Diana Crosswhite, chair, Tina Stelling, Bolor Amarsanaa, Tom Walk, Sally Conway, Donna Gilles

Absent: Gavriel Legynd

Sally called the meeting to order at 12:01

1. Colleen gave an update on union activities – so far, no request for any negotiations. The committee discussed the proposed change to administrative leave as an example of the role the Board will have in negotiations going forward.
2. Colleen reviewed the budget proposal for our current year's budget, which stressed how tight the budget was and emphasized that we would need to reduce our staff size intentionally unless we identified additional funding or had vacancies that we could leave open. She also reported that the FY 24 budget, not yet passed, was level funding and the proposal for FY 25 is level funding. So even though costs increase, our revenues do not, which adds to the budget stress.
3. The committee discussed whether there are fee generating activities that DLCV could engage in, such as charging a fee for services or charging for trainings, CLEs, and other continuing ed credits. All agreed that this is a more appropriate conversation for either Finance or Resource Development.
4. The committee reviewed possible health care benefit options, including going to a plan with a deductible, and placing the amount of that deductible into a Healthcare Reimbursement Arrangement. The disadvantage to the employee is that it can be a couple of weeks until the reimbursement is made. **The advantage to the employer is that if the deductible is not used, it does not rollover to the next year or to the employee.** Based on last year's rates, going with a \$450 deductible plan could save the agency \$50,000 and the HRA would cost 10,000 or less. The committee asked for a summary document describing the savings with each option.
5. The committee also discussed the possibility of realizing some savings by asking for increased contribution from staff for family coverage. In general, this is not an option favored by the committee.
6. The committee reviewed the proposed new salary scale. At the median salary, with our current level of employment, the new salary scale would cost \$112,000 annually. The committee discussed options of getting to the new median in two years or in three years, or even just possibly going with an across the board increase for all staff of some amount. The committee asked Colleen to work up some details of what those increases would look like, for consideration at the next meeting.
7. The committee agreed to propose the following to the Board for adoption in April:
 - a. **Add to the administrative leave policy:** (Administrative leave is leave with pay granted during working hours at the discretion of the Executive Director, generally under the following circumstances:

A-I, new letter J:)

J. Employees engaged in authorized union activities, as set forth in a negotiated agreement

b. Layoff policy:

Involuntary Termination Due to Reorganization, Changing Needs or Insufficient Funding

dLCV will use best efforts to avoid personnel reductions. However, as a consequence of reorganization, changing needs, or insufficient federal or other funding, it may be necessary to layoff one or more employees.

Before making a decision to layoff one or more employees, dLCV will attempt other cost saving measures, such as attrition, voluntary retirement or resignations, offering job sharing or part-time positions, or other cost saving measures. After any appropriate steps are attempted, if it is necessary to manage limited resources, respond to changing conditions, or to carry out the mission in the most appropriate manner, dLCV may select an employee or employees to be laid off.

The meeting adjourned at 1:05