

Shiawassee County Community Mental Health Authority

Human Resources Committee

July 11, 2016

Members Present: Janelle Hughes (Vice-Chairperson), Vicki Bocek, Jeanne Ladd (5:40 p.m.), Jerry Walden

Members Excused: Joan Durling

Members Absent: Paul Wiese

Others Present: Lindsey Hull; Chief Executive Officer, Deb Hoenshell; Human Resources Coordinator, Jamie Burke (Executive Assistant)(Minutes)

Topic	KEY DISCUSSION	MOTION/ACTION
1. Called to Order		The meeting was called to order by Janelle Hughes, Vice-Chair, at 5:32 p.m.
2. Approval of the Agenda		MOTION BY BOCEK, SUPPORTED BY WALDEN to approve the agenda as presented. All ayes, motion carried.
3. Public Comment	There was no public present.	
UNFINISHED BUSINESS-		
4. Attendance, Punctuality, and Dependability Procedure- Draft	L. Hull informed the committee that she has met with each department to discuss the removal of PTOUs from the Attendance procedure. L. Hull stated that the overall consensus was positive, some voice concern about employees taking advantage of this. L. Hull has also informed the union. This change does not affect the union contract. This change will shift the focus from number of unscheduled work days, to employee work performance. This change will also simplify the payroll process.	Informational only; no action required.
NEW BUSINESS		
5. Annual Policy Review	The committee reviewed the Human Resources policies for the annual review	MOTION BY BOCEK, SUPPORTED BY LADD to accept and place on file the policy statements as presented. All

	process.	ayes, motion carried.
6. Next Meeting		The next meeting will be October 3, 2016 at 5:30 p.m.
7. Adjourn		MOTION BY BOCEK, SUPPORTED BY LADD to adjourn the meeting at 5:46 p.m. All ayes, motion carried.

These minutes were approved by the SCCMHA Board of Directors on July 25, 2016.