

PVS PERSONNEL COMMITTEE

January 28, 2022

MEETING NOTES

In attendance: M. Guerra, L. Leshner, V. Rinella, M. Clifford

- I. Charter Review – the committee reviewed and discussed the charter and have no changes at this time.
- II. Committee Leadership – Virginia is willing to serve as Chair and was elected!
- III. We discussed the Strategic Plan as it relates to additional staff, and discussed other potential 2022 Goals:
 - a. Review Employee Handbook – invite Carl Pope to the next meeting for some information and background
 - b. Develop additional policies and procedures if necessary – how do we know if we are following national and state regulations/best practices?
 - c. Potentially review PVS employee benefits – consider HSA, etc.
- IV. Executive Director 2021 & 2022 Performance Management Plan
 - a. We discussed the past process for development and evaluation of the ED & management plan
 - b. Need clarification from Chair on how he sees the role of Personnel Committee in this and other efforts
 - c. Molly will submit an updated draft to committee and Chair
- V. Report to Board at February Meeting (see above)
- VI. Next Meeting: **Monday, March 21 at 6PM ET/5PM CT**
 - a. Review employee handbook before then

Prisoner Visitation and Support
Personnel Committee

Listing of Responsibilities Stated in its Charter Dated ??? with Observations or Questions

The following responsibilities of the PVS Personnel Committee are indicated under the heading titled, Responsibilities:

1. Committee will endeavor to meet quarterly and more often as needed.
2. Shall elect a Committee chair annually
3. Committee chair or designee will keep a copy of the Committee meeting minutes.
4. The Committee chair may invite any Director, officer, staff member, expert or other advisor who is not a member of the Committee to attend (these individuals have no voting power.
5. Committee shall review its charge under the Board-approved strategic plan at least annually and report on its progress per the strategic plan at the annual meeting.
6. Committee will review its charter at least biannually and recommend any proposed changes to the Board for review.

The following responsibilities of the PVS Personnel Committee are indicated under the heading titled, Purpose:

7. Committee shall provide assistance to the Executive Director and the Board in pertinent employment issues.
8. Committee shall ensure that employment policies are current and reflect current state and federal laws governing employment.

Questions:

1. Referring to item eight above: This seemingly requires labor laws expertise; should an attorney be engaged to review PVS employment policies or does someone who has had experience in their past employment satisfy this requirement?
2. Referring to item five above: Currently, the Board has scheduled four Board meeting for 2022, which is to be considered the annual meeting for the Personnel Committee reporting progress per the strategic plan?
3. Should this Charter include the responsibility of the Committee in the development of the director's work plan?
4. Should this Charter include the responsibility of the Committee in evaluation of the director?
5. Title of Employee Handbook: Title page of handbook is printed as Employee Handbook, note on the PVS Official Documents it is titled: Employee Handbook and Personnel Policy. Are there two documents or only one?
6. The date the Board approved the Personnel Committee Charter is missing – can it be located?

02-03-22