



MEETING NOTICE & AGENDA

Human Resource Committee

Wednesday November 8th, 2023

1730 W. North Avenue

Milwaukee, WI 53205

11:00a

Virtual Meeting

If you are unable to attend this meeting, please call Abra Fortson at 414-906-2720.

*NOTICE is hereby given that the Committee may convene in closed session to consider item (s) above pursuant to Section 19.85 (1) (c), (e), (f), and (g) Wisconsin statutes, and may reconvene in open session to take action on items discussed.

This meeting was
Posted with Less Than 24 Hours' Notice



Human Resource Committee
November 8th, 2023
SDC – 1730 W. North Avenue
Virtual Meeting
Milwaukee, WI 53205
11:00a

AGENDA

- | | |
|--|----------------------------------|
| 1. Call to Order | Committee Chair, Elmer Moore Jr. |
| 2. Roll Call | |
| 3. Compliance with Open Meeting Law | |
| 4. Adoption of the November 8th, 2023 Agenda | Action |
| 5. Approval of July 11, 2023 meeting minutes | Action |
| 6. 2024 Insurance Renewal | Action |
| 7. HR policy updates | Action |
| 8. Old Business | Information |
| 9. New Business | Information |
| 10. Adjourn | Action |

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Human Resource Committee

Meeting Minutes

July 11, 2023

5:00p – Virtual

Committee Members:

Chairman Alfred Komolafe, Dr. Chia Y. Vang, Dr. & John Jacobs

1. CALL TO ORDER

Alfred Komolafe called the meeting to order at 5:03pm

2. Roll Call

Members Present:

Alfred Komolafe

John Jacobs

Dr. Chia Y. Vang

Committee Members

Excused:

None

Members Absent:

None

3. Compliance with Open Meetings Law

It was confirmed by Abra Fortson, that the meeting complied with Wisconsin Open Meetings Law.

4. Adoption of the Monday July 11, 2023 Meeting Agenda

A motion was made by John Jacobs to approve the July 11, 2023 meeting agenda. The motion was second by Dr. Chia Y. Vang. The motion carried.

5. Approval of the November 11, 2022 Meeting Minutes

Dr. Chia Y. Vang made the motion to approve the meeting minutes from November 11, 2022. The motion was second by John Jacobs. The motion carried.

6. Proposed work week changes

SDC Human Resources Director, Pamela Johnson presented the 4-Day Work Week Proposal.

Pamela Johnson stated that four Community Action Agencies in Wisconsin (NEWCAP, CAP Services, Advocap and WDEOC) have moved (or are moving) to the four-day-work

week model. She stated that SDC has to find creative solutions for staff recruitment and retention in this competitive labor market.

She reported that 79% job candidates have already left or would leave a five-day workweek job for a four-day workweek job given no drop-in salary.

Pamela discussed why SDC should implement a four-day work week. She noted the following:

- Offset inflation rate - Pay continues to be the reason people leave
- Enhanced work-life balance - Less stress, burnout and an overall positive effect on mental and physical health.
- Recruitment and Retention - Demand and supply for labor continues to be an issue. Employer of choice to attract talent.
- Financial and social impact - Non-work day for personal appointments; reduce commuting costs; reduce childcare expenses.
- Agency will remain open 5 Days a week with same core hours.
- Staff will either work Monday – Thursday or Tuesday – Friday
- Handle personal business on off day
- Enforce attendance policy!
- Program Managers will be responsible for staffing their departments
- Avoid full department closure

Changes to Holidays and PTO Schedule include

- Current 11 holidays = 88 hours
- New 10 holidays = 90 hours
- Good Friday Holiday will be eliminated
- Holidays will be paid at 9 instead of 8
- PTO accruals will remain the same
- PTO will be paid at 9 instead of 8

Implementation Plan and Timeline

- HR Committee Meeting
- July – Board Meeting
- August – Org Planning
- September – Start 9/11/2023

7. HR policy updates

Pamela Johnson provided updates to SDC's HR policy. Those updates included the following:

Complaint Procedure coordinator has been updated to Jennifer Harris. And the contact information has been updated to reflect - phone: (414) 906-2784TDD/TTY: 711
Email - jharris@cr-sdc.org.

Work Schedule and Hours of Work has been updated to reflect 7:30 a.m. to 5:30.

Number of occurrences chart now reflects:

Number of Occurrences	Corrective Action
1 – 3	Coaching by Supervisor
4	Verbal Warning
5	Written Warning
6	Final Written Warning
7	Possible Termination of Employment
2 nd Final Warning in 24 Months	Possible Termination of Employment

Holidays - Good Friday is no longer an observed holiday.

Bereavement Leave – to include nieces and nephews.

A motion was made by John Jacobs to adopt policy updates presented by SDC Human Resources Director, Pamela Johnson. The motion was second by Dr. Chia Y. Vang. The motion carried.

8. **Old Business – None**

9. **New Business – None**

10. **Announcements - None**

11. **Adjournment**

12. The meeting adjourned at 5:36p

Meeting minutes respectfully submitted by Antoinette Ashley