

Personnel Committee Insights 2020, by Lisa Miller Maidi, chair
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Most importantly, this was an unusual year, the pandemic creating distance in our meetings, and the fact that all members of the committee were new to the committee had a large impact on our performance. We began the year well with a simple overview calendar from ED Katie Broadfoot, but as the shutdown changed our focus and means of meeting, we became too dependent on an accommodating ED. What became technologically difficult to access for committee members seemed to be a breeze for Katie, so chair Lisa especially leaned on Katie for resources and guidance. This method of running the committee is not advisable for the Personnel Committee (PC) in the future, as it taxes the ED's time, and potentially creates conflicts of interest (specifics to follow the overview section).

Ways to improve:

- All members of the committee be given the calendar of monthly/yearly goals of the PC
- All documents required for the PC to proceed be made available
- All tasks expected of the PC be explained, with last cycle's example
- New members on the PC ideally have background in Human Resources and be familiar using spreadsheets and Survey Monkey

2020 overview:

Jan/Feb/Mar: Staff survey planned and nearly completed before the pandemic caused the shutdown of in-person meetings, and the survey itself became moot. Insights: Regardless of the wisdom of asking the PC to create a completely new survey, having the former document would provide some assistance. We will provide the draft we developed for the next PC.

Ap/May: Awash in totally new research to support MCUM's dizzying adaptation to COVID-19 employee policies, we felt pretty inadequate. Insights: Our attempts to fulfill the ED's request for research into comparative implications of insurance benefits for laid off vs. furloughed staff were in fact useful in the larger scheme, because the ED, making command decisions, needed the semblance of Board backup. If I (Lisa) am wrong about this, a further insight would be the need for more spelled-out transparency.

June/July: The PC completed some eye-opening research and recommendations for salary scales, which we submitted to the Finance Committee, which in turn responded with requests for a different format, but with no followup about their reaction to our recommendations. Insights: Learn how to read and use electronic spreadsheets, have guidance (besides from the overtaxed ED) about where to get salary scales info (whether directly from other local agencies or from state level online stats), and request followup communication from Finance. We will leave the next PC with the sources we used to determine our results/recommendations.

Aug/Sept: We created and administered the ED review, with glaring mistakes of not matching it to the ED's job description, and with faulty technological dissemination and results retrieval. Again, having access to the prior document the PC used last was a useful starting point.

Insights: Having the ED too closely involved with the survey bordered on conflict of interest, although her knowledge of technology was appreciated. For future PC to solve: How to engage staff in filling out this Survey Monkey, when many don't check their email regularly.

Oct/Nov: Employee Handbook revision. This task was done thoroughly last year, so our input was essentially finding the rare typos.