January 2016 Personnel Committee minutes

Attendees: Zale Chadwick (chair), Ani Haines (staff liaison), Melissa Parsons (BOD rep), Bill Michtom, Grace Marian

Minutes from Dec. 2015 approved with correction of a name spelling.

Agenda:
0. Volunteer orientation Handbook
0. Proposed rules for volunteer requirements for programmers

Volunteer Orientation Handbook

Ani passed out hard copies of the current draft of the Volunteer Orientation handbook, and initiated a discussion of pages 12-17, and the proposed resolutions listed on pp. 16 & 17, which the committee agree are not useful in resolving conflict involving verbal and physical violence.

We also had a discussion about ways to record violent incidents. Ani stated that DonorPerfect, may have a documentation field for disciplinary actions.

ACTION ITEMS:
0. Bill will do an initial edit on pages 12-17.
0. Committee will wait for Conflict Resolution Committee to create a policy, which will be added to the Conflict Res section of the handbook.
0. Ani will check DonorPerfect about documentation field for disciplinary actions
Proposed rules for volunteer requirements for programmers

Ani provided a handout stating the current requirements and and a list of proposed requirements, and a proposal to roll out the new requirements with the new website. She will also take the proposal to the Program Advisory Committee for feedback.

Respectfully Submitted,
Grace Marian