**Personnel and Programs Committee Meeting Minutes**

**Tuesday, June 4, 2024**

**Call to Order**

Howard Heffelfinger, Chairperson of the Personnel and Programs Committee, called the meeting to order at 5:00 p.m. on Tuesday, June 4, 2024.

**Roll Call**

Members present: Howard Heffelfinger and Ted Klecker

Members absent: Kim Pirie

Others present: Kristine Hodge, Superintendent; Melinda Draper, Senior Director of Compliance and Administrative Services; Amy Funk, Senior Director of Operations and Finance; Tina Overturf, Senior Director of Programs and Services; Allison Walters, Director of Human Resources; Chase Waits, Director of Communications and Community Engagement; Mike Dancho, Director of Programs and Services; Adam Thacker, Director of Programs and Services; and Jennifer Bianchi, Executive Assistant

**Public Comments**

None.

**Approval of Minutes**

Ted Klecker moved to approve the minutes from the December 5, 2023 Personnel and Programs Committee meeting as presented. Howard Heffelfinger seconded the motion. The motion carried.

**Executive Session**

Ted Klecker moved that the Committee enter into executive session for the purpose of ORC 121.22 (G) (1): to consider the compensation of a public employee or official. Howard Heffelfinger seconded the motion. The roll call vote was as follows: Howard Heffelfinger, yes; Ted Klecker.

The Committee entered into executive session at 5:01 p.m.

The regular meeting of the Committee reconvened at 5:17 p.m.

**Action Items**

***Personnel***

* Create, Post, Fill Information and Referral Specialist Position

Ted Klecker moved to recommend that the Board approve to create, post, and fill the Information and Referral Specialist position. Howard Heffelfinger seconded the motion. The motion carried.

* Revised Driving on Board Business Policy

Ted Klecker moved to recommend that the Board approve the revised Driving on Board Business policy, now titled Driving Requirements for DCBDD Employment. Howard Heffelfinger seconded the motion. The motion carried.

* Revised Hours Worked and Overtime Pay Compensatory/Time Accrual and Use Policy

Ted Klecker moved to recommend that the Board approve the revised Hours Worked and Overtime Pay Compensatory/Time Accrual and Use policy. Howard Heffelfinger seconded the motion. The motion carried.

* Revised Notification of Absence/Leave Request Policy

Ted Klecker moved to table the revised Absence/Leave Request policy. Howard Heffelfinger seconded the motion. The motion carried.

**Adjournment**

Ted Klecker moved to adjourn the meeting. Howard Heffelfinger seconded the motion. The motion carried. The meeting adjourned at 5:48 p.m.

Respectfully submitted,

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Executive Assistant