

Lighthouse Youth & Family Services Human Resources (HR) Committee Charter

“Board” shall refer to the Board of Trustees of Lighthouse Youth Services, Inc. d/b/a Lighthouse Youth & Family Services (“Lighthouse”).

“Boards” shall refer to the various Boards of Trustees of Lighthouse and its Affiliates.

“Affiliates” shall mean Lighthouse Beacon for Youth Foundation, Inc.; New Life Properties, Inc.; IDEAFOR, Inc.; McMillan Street Associates, LLC; EYH IOWA LLC; Iowa Avenue Associates, LLC; and the Sheakley Center for Youth LP. A related party, Lighthouse Community School, Inc. is a separate, public charter school board and is technically not an affiliate.

Membership

The membership of the Committee consists of a minimum of three members of the Lighthouse Board and members of the Lighthouse leadership team (President/CEO, CFO, CAO, HR Director). The Chair of the HR Committee is appointed by the Lighthouse Board. The Committee Chair may appoint up to three “at large” community members to the Committee. The Board may remove any member from the Committee at any time with or without cause.

Operations

The Committee shall meet at least two (2) times per year. Additional meetings may occur as the Committee Chair deems advisable. A simple majority constitutes a quorum; however, the Committee may act without a meeting upon the unanimous written consent of all of its members. The Committee will keep minutes of meetings and make them available on the Board Portal including action by unanimous consent. Members may participate in meetings telephonically as permitted by the Code of Regulations. This Charter may be amended by the Board at any time.

Authority

The Committee will have the resources and authority necessary to discharge its duties and responsibilities. Any decisions materially impacting Lighthouse or its Affiliates shall be approved by the appropriate Boards or, in the case of Lighthouse, the Executive Committee if time sensitive. The Committee may form and delegate authority to subcommittees and may delegate authority to one or more designated members of the Committee.

Responsibilities

Subject to the provisions of the Code of Regulations, the principal responsibilities and functions of the HR Committee are as follows:

1. Provide oversight for the Agency's benefit programs, including 401(k), considering approximate industry benchmarks and financial impacts.
2. Provide input and oversight to Agency leadership relating to its compensation practices.
3. Assist Agency leadership with analyzing staff engagement survey results and relevant HR statistics.
4. Provide oversight and input to Agency leadership relating to its Diversity and Equity initiatives.

Revised 03/02/2020