

Lighthouse Youth & Family Services HR Committee Meeting Minutes April 30, 2018

A meeting of the Lighthouse Youth Services HR committee was convened on April 30, 2018 by Chair Donna Eby in the administrative offices of Lighthouse Youth Services.

Board Members in attendance: Donna Eby, Ken Feldmann, Kevin McDonnell, Lisa O'Brien, Bob Zepf.

Staff Members in attendance: Paul Haffner (also a Board member), Debbie Fisher, Cathy Goold, and Judy Oakman.

The minutes of the prior meeting (July 25, 2017 and the Fund Review call minutes) were approved as presented. Motion by Kevin McDonnell and seconded by Ken Feldmann.

401(k) Updates

- Matching
 - Original range of matching \$ projections: \$550,000-750,000
 - Current annualized matching \$: \$580,000
 - FY 2017 Profit Sharing: \$800,000
- One time payment of 1% cash bonus to those 50s and 60s that “lost” with the transition from profit sharing to matching is due to be paid at the end of the fiscal year.
 - Initial estimated payment (2017): \$39,729
 - Estimated payment as of April 2018: \$39,333
 - Recommendation to pay on the final pay date of FY 2018: June 29th
 - Motion to approve and all in favor.
 - Debbie to send out letters to all receiving the monies as in prior years.
- Recommendation to use the forfeiture balance to offset the matching over the next 3 payrolls of this fiscal year (current balance: \$92,000). Motion to approve and all in favor.

Benefits & Compensation Update

- Paid Time Off (PTO) announced in October 2017 and rolled out as planned in January 2018. Has been well received.
- Medical plan:
 - Had 4 large claimants in calendar 2017 after 3 good years. Claims ran almost \$600,000 higher than originally expected over 2016.
 - 1 of the 4 large claimants remains on the plan and is a large claimant for calendar 2018. Trending this year to be higher than historical good years but lower than last year (projecting around \$300,000 less than 2017).
- Salary plan was updated for 2018 as part of the move to a static performance evaluation date. Market data was used to create the new salary levels and job families.
 - \$90,000 was used to bring staff up to the new minimums for their roles.

Staff Engagement

- Results from the recent annual engagement survey were reviewed with the committee (see attachment).
- Discussion around:
 - Company direction (page 5)
 - How much to share
 - Utilization and its importance
 - Need more time to assess direction after changes in 2017
 - Communication
 - Tone and the words we use – are we using the same language as our staff use?
 - What do we do with these results? Ex., Paul getting out to programs more.
 - My Manager (page 8)
 - If someone has an issue, who do they go see?
 - How do front line managers feel?
 - Is there a clear path to HR?
 - Connection (page 9)
 - What is the communication plan?
- Ideas:
 - Professional focus groups as a “pulse check” with employees
 - Small groups
 - Mix of tenure
 - Ask “what is missing”
 - Building on the “you were heard” from last year’s survey
- Action steps to be developed and the focus of the next HR committee meeting.

Next fund review quarterly call on May 8th.

Next committee meeting to be set for July/August – Debbie to poll everyone for availability. Will restart the meetings on a quarterly basis.

There being no further business, the meeting was adjourned.

Respectfully submitted,

Debbie Fisher