



Employee Relations Team Minutes 06.20.23

Roll Call: ✓ indicates “present”

Don Koch

✓Amanda Hannan

John Sparks

✓Becky Steinmetz

Rebecca Wilson

✓Gabriel Nuokye

✓April Dollins

✓Amanda Palmer

✓Felicia Rouse

✓Cheryl Cummins

✓Becky Hawes

Agenda Items:

1. Call to Order 10:04am

2. Approve April 2023 Minutes Approval - Becky Hawes made a motion to approve the minutes, seconded by Amanda Palmer. All approved.

3. Additions to the agenda - none

4. Update on Policies & Procedures - Felicia provided update - most likely July (following executive)

a. Umbrella Policy

b. Vacation/Sick Policy

c. Transfer-Transition Plan Procedure Review

5. Discussion

a. June 2023 Health and Safety Award Winner

i. Congratulations to Tina Dudley

b. Employee Excellence Award: October 2023 Fiscal Stewardship

- i. Worked on Fiscal Stewardship award. Please find this in the shared Employee Relations Team drive.

c. Employee Appreciation - PLAN: June 21, 2023

- i. Plan in place for setting up games, door hanger craft, tents, tables, etc. by 10:30am.
- ii. Make sure back doors to ramp are unlocked (by the bookstore) for re-entry. Nursing doors will be unlocked.
- iii. Food is ready - remember to get containers to hold foods that may spoil. Ice down drinks 6/20/23

d. Saints Service Awards

- i. In lieu of the August awards, provide a more “tailored” approach and honor employees on the actual date of their service award.
- ii. Milestone years list was provided by Felicia: 1, 5, 10, 15....through 50 years was provided. This would be in effect July 1, 2023. Felicia will notify individuals 6/21/23 that they will receive their award and make plans with Kevin Hunsperger to get a photo for social media.
- iii. Do this at the beginning of each month.

e. Restructure begins in July with Professional Development Team

f. Other business - none

6. Adjournment:1105

- a. Motion to adjourn made by Becky Steinmetz, seconded by Mandy Hannan

Next Meeting July 18, 2023 in the Founder’s Room