

Policy Committee Minutes

Monday, November 8, 2004

9:30 a.m. to 3:30 p.m.

Allen County Center for Employment and Training

Large Conference Room

Members Present: Kay Reiter; Vice Chair, Suzanne Alexander, Trish Garrison, Lynn Shock, John Trott, Jan Wasson, and Lynn Rambo; Recorder.

Members Excused: Charles Fuller, Kent Kahn, and Dr. Betty Young.

Kay Reiter, Vice Chair, called the meeting to order at 9:45 a.m.

Carver Model Overview

The Carver Model of **Policy Development by Levels**, provided by Dr. Young, was reviewed. The committee was in agreement that utilizing the Carver Model will be beneficial in policy development and was consequently used as a guiding tool throughout the meeting.

Personnel Policy

- Sick Leave Policy - Clark State allows employees to carryover accrued sick leave into the next fiscal year. The Area 7 contract with Clark State states sick leave must be used by June 30th. (June 30th is the end of Clark State's fiscal year.) Trish Garrison stated that this policy encourages employees to use their sick leave.
- Vacation Policy - Clark State allows employees to carryover unused vacation into the next year. The Area 7 contract with Clark State states that vacation must be used by June 30th or employees lose it. The Area 7 policy potentially creates a situation where the Area 7 office is not staffed in June because employees are using up their vacation days.
- Tuition Reimbursement - Clark State employees' are reimbursed for undergrad and grad hours for a maximum benefit of \$1,500 per year. Employees are eligible for this benefit after completing one-year of service. The Area 7 contract with Clark States does not include this benefit for employees.

Ms Alexander mentioned that most counties have frozen tuition reimbursement programs because of reductions in funding and suggested a conference budget line be included in the next contract for Area 7 Board employees.

Ms. Garrison said Clark State is in favor of these amendments because they align with Clark State policies and Clark State provides human resource services to Board staff.

After a lengthy discussion these areas of concern were identified:

1. How does Clark State view the Area 7 Staff, as contracted staff or their direct employees? Pending how this question is answered; who does the hiring and /or the termination of the Area 7 staff? (It is very clear how this is addressed for the Executive Director through the Area 7 Bylaws, but not the support staff.)
2. The Committee and the Executive Director have concerns about the potential impact on the Area 7's Annual Budget and the Executive Director's ability to keep the Area 7 office running at the end of the fiscal year if a "Use It or Lose It" policy is approved.

3. How does Clark State bill Area 7 for services provided. (According to Mr. Adegboruwa, currently Clark State bills as one (1) lump sum, nothing is itemized.)

Action: *Ms. Garrison was instructed to draft a letter to Clark State indicating the Board's desire to negotiate a two year contract instead of amending the current one. In addition, Clark State will be invited to share any concerns they may have. Ms. Garrison was directed to seek input from Ms. Alexander and Mr. Adegboruwa. The body of the letter should include these areas of concern:*

- *Personnel policies*
- *Insurance and liability*
- *Utilization of meeting room space*

Once the letter has been drafted, Ms. Garrison should forward the draft letter to Dr. Young and Ms. Reiter to review prior to a full Policy Committee review. Once the Policy Committee has had an opportunity to review the draft it should then be forwarded to Board Chair Quatman to address at the 12/1/04 Board Meeting.

Friendly Transfer of Funds Policy

- 20% transfer

The federal regulations allow for a 20% transfer of funds between Adult and Dislocated Worker and vice versa.

- Voluntary reallocation

The committee reviewed a sample resolution from a previous year.

The committee struggled on how to address these policies and felt that it needed the input of the Finance Committee.

Action: *The Policy Committee has asked that arrangements are made to meet with the Finance Committee prior to the 12/01/05 Area 7 Board Meeting. Ms. Garrison is to contact the Finance Committee Chair and review with him the reason for the joint meeting. Chair Quatman has agreed to work with Ms. Garrison on the 12/01/04, Meeting Agenda. The agenda will allow our committees a 2-hour timeframe to meet prior to the Area 7 board meeting. Prior to the joint committee meeting on 12/01/04, Ms. Alexander, Mr. Adegboruwa, and Ms. Garrison have agreed to draft sample policies to use as a starting point at the joint committee meeting on 12/01/04.*

Executive Director Limitations

The responsibilities for the Executive Director are outlined in the Bylaws, Article XI, Section 2. One item of concern was:

- Removing training providers

Action: *John Trott will talk with John Weber about the process for removing training providers and update the Policy Committee at the next meeting.*

The Policy Committee will recommend the following policies for the "Executive Director's Limitations" to the Board at the December 1, 2004, meeting:

Action: *The Policy for “Executive Director’s Limitations” should read as follows:*

- 1. The Area 7 Board will direct the Executive Director to use reasonable interpretation of the policies to make decisions, take action, establish practices, and develop activities.*
- 2. The Area 7 Board will direct the Executive Director to achieve specified results utilizing the Board and/or the needed committees to achieve Area 7’s annual goals.*

Discussion took place about evaluating and goal setting procedures for the Area 7 Executive Director. The Board will give the Executive Director goals for the year and the Board Chair will decide the evaluation process.

Policy Procedures

The committee has asked Ms. Garrison to develop a layout for Area 7’s policies – the layout should include how policies should physically look and the layout needs to include a number system to be adopted by the Area 7 Board.

Action: *Ms. Garrison will have a draft layout ready for the committee’s review at the January 2005 committee meeting.*

Alternate Program Delivery Policy

This item was put on the agenda by Dr. Betty Young. Since she was absent from the meeting, this item will be moved to the next Policy Committee meeting for Dr. Young to discuss.

Legal Representation (old Article VII)

Suzanne Alexander said she does not have an answer right now, but will continue to pursue securing legal representation. In the interim, we can seek legal advice through the CCAO who will facilitate communication with a county prosecutor on an as needed basis.

Plan Agenda for Break-out @ 12/1 Board Meeting

The Finance and Policy Committees will meet jointly on December 1, prior to the Board meeting to review a draft resolution and policy for transferring funds.

The next Policy Committee Meeting is scheduled for January 10, 2005, at 9:30 a.m. to 3:00 p.m. at the Allen County One-Stop. The following agenda items will be added to the next Policy Committee Meeting:

- Ethics Policy Development – Policy Committee*
- Review current Area 7 Policies – Ms. Garrison*
- A Policy addressing Emergency Board Action – Policy Committee*
- Review draft procedure for Policy Structure – Ms. Garrison*
- Removal of Training Provider Policy – Mr. Trott*
- Alternate Program Delivery Policy Development – Dr. Young*

The meeting was adjourned at 1:05 p.m.