



Policy Subcommittee Report

Committee: Policy

Meeting Date: June 2, 2017

Chair: Candy deCsipkes

Committee Members in Attendance: Candy deCsipkes, Naomi Ledbetter, Cynthia Alexander

Discussion:

The committee discussed the following topics:

1. How do we ensure that policies are not being tabled due to lack of time?

- *Emailing any policy questions on the upcoming agenda prior to the Board meeting should help ensure more efficiency with the approval process.*
- *Could we add policies to the first Board meetings of the month as well?*

2. How do we ensure employees have read through the required policies?

- *The Human Resources Coordinator is assigning the policies to be reviewed annually by employees through Target Solutions. There will be a window of time for completion. We piloted this in the fall of 2016 by assigning the required Sexual Harassment Training. This one was in the form of a video with a short quiz at the end. This went very well.*

Review of Policies that will be on the 2017-2018 Cycle:

The committee reviewed the list of policies that will be on the 2017-2018 cycle. These will include policies that were last reviewed prior to June of 2013. We also discussed removing (rescinding) some of the policies that are procedures or forms that support a policy. Once rescinded, they would still live as procedures/forms on the website.

Policy Committee Dates for 2017-2018:

All meetings will be held at Central Office from 8:30-10:00 AM. We decided to meet twice a month next year.

<i>September 8, 2017</i>	<i>November 3, 2017</i>	<i>January 5, 2018</i>	<i>March 11, 2018</i>	<i>May 11, 2017</i>
<i>September 22, 2017</i>	<i>November 17, 2017</i>	<i>January 19, 2018</i>	<i>March 25, 2018</i>	<i>June 1, 2017</i>
<i>October 6, 2017</i>	<i>December 1, 2017</i>	<i>February 2, 2018</i>	<i>April 6, 2018</i>	
<i>October 20, 2017</i>	<i>December 15, 2017</i>	<i>February 16, 2018</i>	<i>April 27, 2018</i>	

Submitted by: Cynthia Alexander