



The Family Tree

Human Resources Committee Minutes

Thursday, January 28, 2021

8:00 a.m. – 9:00 a.m.

Charlene Hayes, Committee Chair

AGENDA

Telephone conference meeting began at 8:00 a.m.

MEMBERS PRESENT: Charlene Hayes, Sarah Sheckells, Sally Bauer

STAFF PRESENT: Dottie Kowalewski, Pat Cronin, Stacey Brown, Phil Saracino

The Family Tree is the organization of choice for employees and volunteers across Maryland

1. Welcome & Approval of November 5, 2020 Minutes – Charlene Hayes
2. Mission Moment - Pat Cronin
3. COVID – 19 – Updates
4. Policy Development
5. Staff Development/Compensation and Benefits
6. Human Resource Issues/Projects-
 - a. Hired Staff
 - b. Open Positions
7. Announcements -
 - a. Tuesday, 3/23/21 – Executive Committee Meeting – 12:00p. Zoom Meeting
 - b. Tuesday, 4/13/21 – General Board Meeting – 5:30p – Zoom Meeting

Next Committee Meeting: Thursday, 4/22/21 @ 8:00a

RECORDER: *Dottie Kowalewski*

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ISSUE #1 – WELCOME & APPROVAL OF NOVEMBER 5, 2020 MINUTES

SUMMARY OF DISCUSSION: The minutes of November 5, 2020, were approved as submitted.

ISSUE #2 – MISSION MOMENT

SUMMARY OF DISCUSSION: Pat shared a story of a former young Jewish client of Family Connects MD (FCM) who was a patient at Sinai hospital and how she remembered how well she was treated from one of our FCM staff. She shared how she suffered from postpartum depression and the impact that our FCM staff made to get her through this difficult time. She is an author and has written a book ‘Everybody Sleeping but the Baby’ and is sharing the proceeds with Share Baby.

ISSUE #3 – COVID 19 UPDATES

SUMMARY OF DISCUSSION: Dottie shared the following:

- Vaccine appts. – TFT was identified by the Baltimore City Health dept for all staff to receive the COVID-19 vaccine. Staff scheduled appts via online. Some reported long wait time and some did not have long wait times.
- Some staff have been exposed and/or had COVID. All protocols were followed and area exposed was thoroughly cleaned by a cleaning service. Staff exposed followed quarantine guidelines by the CDC.
- Staff still working virtually. Some staff come into building daily (facilities, finance, front desk admin. KCP or once a week (FSS paperwork, supplies for families, Development, HR, Programs)
- Our building is prepared and is ready to open on a permanent schedule.
- Ample PPE supplies
- Visitors Waiver has been created for any Visitors into the building.

ISSUE #4 – POLICY DEVELOPMENT

SUMMARY OF DISCUSSION: Dottie shared the following:

- Managers will once again be asked to provide updates to our current department and programs virtual processes and tasks.

ISSUE #5 – STAFF COMPENSATION AND BENEFITS

SUMMARY OF DISCUSSION:

- COLA Increases – Phil shared that there were not COLA increase for staff in January. FY20 budget did not include COLA increases. Due to COVID and the Paycheck Protection Program (PPP) received, it allowed us the ability to operate; however, there were negative impacts on donations and fundraising. The 2nd round of PPP loan has been submitted and if approved will put us in a better position financially and COLA increases may be considered to staff in July 2021. As always, our goal is to hold onto all our staff without having to do any layoffs or reduction in salaries.
- Christmas/Holiday Staff gift – Dottie shared the following:
 - Staff received \$250 FT & \$125 PT
 - Due to COVID, a ‘Virtual Staff Holiday Party’ was held via zoom on 12/11. Staff had a lot of fun and many laughs. We broke out in groups to play games (Jeopardy, Pictionary, scavenger hunt), multiple spin the wheel games. Winners received e-gift cards and ½ day off.

ISSUE #6 – HUMAN RESOURCE ISSUES/PROJECTS

SUMMARY OF DISCUSSION: Dottie shared the following:

- Phoebe Allen, of KCP, had her baby boy on 1/18/2021 and is on maternity leave until 4/5. We have hired a temporary childcare teacher; she starts on 2/1.
- Pamela Morris, a former employee in 2019, has filed a workman’s comp claim against TFT. She was one of our parenting education facilitators working in our DSS site located in Linthicum. She had a very minor accident in the parking lot (backing out of a parking space).

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Due to the way she handled the accident and her actions and her irate behavior with the DSS staff and police, we were told by DSS she could no longer come into the building and that we had to find someone else to facilitate the classes. Due to her not being able to perform her duties, we terminated her employment on 1/22/19. She never applied for unemployment. We are not sure what our exposure will be and will not have any out-of-pocket expense, except for a possibility of our Workman's Comp. insurance rates increasing. Dottie has been subpoenaed for her personal records and a hearing is scheduled for 3/16/21.

- Hired Staff –
 - Gloria Nwafor – 12/14/20 – Nurse FCM

- Open Positions-
 - Executive Director –Charlene brought the committee up to date on Pat's replacement recruitment process:
 - Timeline has been developed
 - Announcement to all Board and staff has been completed
 - Kittleman & Associates had been selected for the search firm
 - Search committee of 8 board members has been selected
 - Kittleman as already reached out to our ERT staff (Mary, Phil, Stacey, Nancy & Dottie) and has scheduled a phone call meeting with Amy from Kittleman.
 - Public Announcement will take place shortly
 - Identify Replacement in April 2021
 - Start date of replacement 6/1/2020
 - Pat will work and train replacement in June. Retirement date will be 6/30.

ISSUE #7 – ANNOUNCEMENTS

SUMMARY OF DISCUSSION:

- a. Tuesday, 3/23/21 - Executive Committee Meeting – 12:00p- Zoom Meeting
- b. Tuesday, 4/13/21 – General Board Meeting – 5:30p – Zoom Meeting

Next Committee Meeting: Thursday, 1/28/21, @ 8:00a