

Human Relations (HR) Committee **April Report**

Charter: To edit existing and create new documents to clarify the roles, responsibilities, processes and expectations of Employees as well as Directors, Board Officers, and Chairpersons to assist with job & performance consistency from one Board to the next.

The committee met via zoom on 4/12/22 – attending: Directors Isenhart, Sayler and Cyphers.

We reviewed and discussed the Job Descriptions for the Office Administrator, Operations Manager and Operations Assistant. We have an extensive list of Duties and Responsibilities for all three positions that need to be incorporated into each job description so more work is needed.

This should be completed in the next two weeks and final drafts will be reviewed by the Committee and sent to the Board for review before the May meeting.

Director Isenhart has started the Guidelines for the Employee Evaluation process which will be sent to the Committee for review by April 23. She continues to work on the on the “Director Orientation” document as well.