

# Meeting Minutes

**Instructions:**

- **“Topic”** should be a brief description (under 40 characters).
- **“Action”** should be the action associated with that topic.
  - **Action Examples:** Action(s) Needed, Action(s) Taken, Due Date, Assigned To, Contact Person(s), Decision, Background, Information Sharing, Update, Discussion, Parking Lot, Future Agenda Item.
  - If you have more than one action associated with a topic, use additional rows.
- When you have completed your minutes, select **File – Save As...** from the menu bar and save the document to your OneDrive.

**Meeting Date: January 17, 2023**

**Group Name: HCSA**

**Facilitator: Ben Ebbers**

**Note Taker: Lisa Brown**

**Attendees: HCSA Members**

Topic	Action	Details
Election of Board Members	Information	<p>President – Ben Ebbers                      Vice President – Demetrius Brooks                      Treasurer – Lisa Brown                      Secretary – Laurie Benson</p> <p>Members at Large are needed                      Stewards are also needed in some areas</p> <p>HCSA members who are interested in being a Member at Large or a steward should contact a member of the Board to express their interest. If there is enough interest steward training can be arranged.                      Lisa will have the website updated.</p>
Fall Supervisors Conference	Discussion/ Decision	The Association will send up to 7 members to the Fall Supervisors' Conference at Breezy Point held in September 2023. When registration opens, an announcement will be posted on the website recruiting interest in attending. Priority will be given to first time attendees and people from different job classes within our Association. If more than 7 people wish to attend, attendees will be selected by random selection after priority selection is applied.
Meetings	Discussion/ Decision	<p>Board member meetings will be quarterly. Future discussion on what day the meetings will be held. The time will be @6:30. Bylaw change required.</p> <p>Annual General Assembly meeting – Lively discussion! We will look in to having an outdoor meeting sometime this coming Summer at a local or regional park with catered food from a food truck. Lisa will look into what the minimum number of meals is required to reserve a food truck. Other options discussed were an indoor meeting with food or a virtual meeting via Teams.</p>

Bylaw Changes Needed	Update	Ben reported that Zaidee is drafting language for our Bylaws that will provide language stating our Association attorneys can release information regarding members to their private attorney(s). There are currently 2 cases working with a private attorney. Quorum – this needs to be redefined in the bylaws to say "majority of members present" – Future Agenda item for the Quarterly Board meeting.
Accretion to Association	Decision	We have a request from a one-person job class to accrete into the Association. The vote was unanimous. Ben will follow-up with Zaidee to get this accomplished.
Pay Raises more than 3%	Discussion	<p>Some members have expressed concerns regarding inconsistencies in awarding pay increases of more than 3%. We discussed requesting aggregate data from HR to determine the volume of increases that are granted, and which areas are being approved. We would like to be able to determine where in the process they are being denied after being submitted as well as why. The following is posted on SharePoint:</p> <div data-bbox="793 573 1902 1299" style="border: 1px solid black; padding: 10px;"> <p style="text-align: center;"><b>Performance reviews</b></p> <p><b>Greater than 3%, but less than 6%:</b></p> <ul style="list-style-type: none"> <li>• Supervisor (starts form)</li> <li>• Manager</li> <li>• Department director</li> <li>• If IT job class, Business Information Officer</li> <li>• Assistant County Administrator</li> <li>• <a href="#">HR Business Partner</a></li> </ul> <hr/> <p><b>6% or greater:</b></p> <ul style="list-style-type: none"> <li>• All signatures listed above</li> <li>• HR Deputy Director, Jeni Super (on behalf of Chief Human Resources Officer, Michael Rossman)</li> </ul> </div> <p>Ben will be following up on this and he will report back to the group.</p>
Round Table	Discussion	Lisa reported the website and security certificate fees have been paid for the year.

