

CCE Personnel Meeting Minutes January 30 at 4:40pm at the Hamden CCE office

Present in Person: Betty Scott, Libby Kelly, Carolyn Scobie – 3 committee members that make a quorum. Also present Donna Dickson Noonan, Dr. Mandeep Virk-Baker and Karen Graves
Joining via zoom: Danielle Hautaniemi, Corrine Tompkins and Donna Jones

Libby Kelly called the meeting to order at 4:43

Minutes –

ACTION a motion to approve the minutes from the November 22, 2022 was made by Carolyn, seconded by Betty. The motion was approved unanimously.

Donna Dickson Noonan explained that the meeting was called so Mandeep could explain her vision for recruitment and restructuring of jobs.

1. Current vacancies and plan for recruitment:

(A) HE Team leader: Mandeep said the salary of \$57,700 is not internally aligned. The position has a significant leadership, grants & programs, and team supervision role with a minimum of master's degree. To align the salary with current staff leaders and stay in compliance with Cornell's guidelines the salary should be changed to \$70,000.

ACTION- a motion to recommend to the board that the salary be changed to \$70,000 was made by Betty, seconded by Libby. The motion passed unanimously.

(B) Finance Coordinator- Mandeep stated that Christina Wilson resigned effective January 6, 2023. She suggest changing the job to Finance Manager with minimum education from Associate to Bachelors and 2 years of accounting experience (exempt position) and changing the salary for \$49,000 to \$55,341. Mandeep said Oneida county CCE will do training, 1 to 2 hours a day.

ACTION- a motion to recommend to the board that the Finance Coordinator job be changed to Finance Manager with a salary of \$55,341 was made by Betty, seconded by Carolyn. The motion passed unanimously.

(C) Office Manager: Mandeep recommended revamping the Office Manager to Office Coordinator II which will have full HR responsibilities plus financial and budget oversight and support responsibilities (exempt position) The salary will be \$55,341. She noted that the Office Coordinator and the Finance Manager would work closely together to insure all financial responsibilities and deadlines are met. The office manager will no

longer do support work for the Healthcare Alliance and will take on all HR responsibilities.

ACTION- a motion to recommend to the board that the Office Manager job be changed to Office Coordinator II with a salary of \$55,341 was made by Betty, seconded by Carolyn. The motion passed unanimously.

*The Office Coordinator II & Finance Manager exempt positions will help phase out the current 0.5 FTE hourly position for Accounting Admin, and the salary savings from the position will help towards offsetting the cost

2. Office restructuring: Mandeep noted the following:

- (A) Maintaining 1.0 FTE position & 100% effort for 4H admin assistant for the 4-H program support needs. The 4-H admin staff member will have the HR duties moved to the Office Coordinator.
- (B) HE admin assistant position: (Val's upcoming retirement in Oct 2023) the job will be increased to a full-time position. This person will have the increased responsibilities for the Healthcare Alliance work, which is currently being done by the office manager.
- (C) Mandeep has appointed Emily as the interim director supervisor for HE team members. Libby asked if Emily was going to receive any additional compensation for taking on these duties. Danielle said if she is using over 5% of her time on this she can be compensated. Mandeep will discuss with Lori North.

Time Cards – Mandeep assigned supervisors to approve their staffs time cards as they are more aware of their staff's work effective January 18th.

Flow Chart – Carolyn Scobie asked for a revised chart.

HE Team Leader – Mandeep stated we have 3 applicants with masters degrees, one in public health. We will contact them for interviews asap.

ACTION: A motion to go into executive session to discuss regarding a staff member was made at 5:55 by Betty, seconded by Libby. The motion carried unanimously.

Minutes taken by Karen Graves