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DRAFT

Human Resources Committee Meeting

October 12, 2020

Minutes

In attendance:

Ron Williams, Chair
Steve Beedy
Charlie Bumgarner
Greg Guthrie
Bill Flory
Janice Cooper, Managing Director

Call to order

The meeting was called to order at 10:03 am PDT by Ron Williams. All committee members participated.

Minutes

The committee reviewed the minutes from the June 23, 2020 meeting and a minor correction was noted. **Greg Guthrie moved, and Steve Beedy seconded, a motion to approve the minutes as corrected. Motion approved.**

Managing Director's Report

Janice Cooper reported that everything has been running smoothly since the last meeting in June. All staff are back in the office, although there remains the flexibility for staff to work from home when it makes sense.

Return-to-work safety protocols are firmly in place and are being observed by staff and occasional visitors. Janice believes that the collaborative process used to draft the protocols contributed to employees' sense of confidence and safety in the workplace.

In addition to the six full-time staff, part-time lab technician Kin Wong and CQ intern Paige Craig returned in July. The whole team is involved in the final phase of CQ testing and reporting and the project should be finished in the next day or two. Paige is being asked to stay into October to help with special project testing. She is also looking for a fulltime job.

Ron Williams and Janice visited recently to review the new benefits package and to catch up on various issues. The staff seems stable although change is always possible. They discussed succession planning and appropriate notice periods. For senior positions, Ron requested a twelve-month notice to allow for an orderly search and transition.

2021 Employee Benefits

Janice presented detailed information on the medical and dental plan renewals. Effective November 1, medical premiums will increase 1.2% and dental premiums 5.2%. The company pays 80% of the costs for the Kaiser plan. No other changes were proposed to the benefits.

Greg Guthrie moved, and Steve Beedy seconded a motion to accept the Managing Director’s report and approve the 2021 Benefits Summary as presented. Motion approved.

Other Business

Ron Williams recognized the staff for their hard work and dedication during the pandemic.

Adjourn

The meeting was adjourned at 10:22 am.

Respectfully submitted,

Ron Williams, Chair

Date