



**Human Resources Committee Meeting**  
**Friday, May 14, 2021**  
**1:00 pm – 2:30 pm**  
**Via Zoom**

**Minutes**

**Committee Attendees:** John Clayton, Carolyn Green, Sharmain Matlock-Turner

**Committee Members Not Present:** Patrick Eiding

**Staff Attendees:** Arun Prabhakaran, Kevin Satterthwaite, Jeff Turi and Thembi Maiden

**Guest Attendees:**

**I. Welcome**

- **Carolyn Green** opened the meeting and welcomed all members.

**II. Approval of the March 19, 2021 Minutes**

The **March 19, 2021** were presented to the Committee. A motion to approve the Minutes as distributed was made.

**III. Report from Committee Chairs**

John Clayton

- Communicating Workplace Dynamics
  - Daily Huddle, Weekly All Hands
- Return to work
  - Incentive for Vaccination (\$100 ShopRite giftcard for employees who are fully vaccinated
  - Create a schedule for a hybrid model, working on being flexible with schedules
  - Think about how the ideal of moving will change employees desire to come into the office

Carolyn Green

- Leadership Development Plan
  - What thoughts are we including to make sure we provide the same opportunity for the partners.
- Active Advisory for each program
  - All but 4 program currently have an active advisory board
  - MLK just created a board led by David Brown
  - June 30, 2021 is the deadline for all programs have an advisory
- Compensation Plan
  - We are starting the compensation plan at the general fund level
  - Work to develop compensation plan at program level

**IV. Human Resources Department Update**

- Completion of Compass Team Engagement (Jeff Turi & Thembi)
  - UAC's shift to Date Driven Operating Model
  - Compass and HR have identified opportunities in the areas of recruiting, onboarding and leadership development

- Reduce days to fill open positions
- Increase the size/quality of applicant pool
- Scope the wider process of onboarding
- Ubuntu Leadership Training Academy (ULTA)
  - Elevate UAC to become a learning organization
- Open Enrollment
  - June 1 – 11
  - Virtual meetings
- Revised Employee Handbook
  - July 1, 2021 released to staff
  - Plans to do quarterly reviews and revisions

**Meeting Adjourned**