

Lighthouse Youth & Family Services HR Committee Meeting Minutes April 4, 2019

A meeting of the HR committee was convened on April 4, 2019 by Chair Bob Zepf in the administrative offices of Lighthouse Youth & Family Services.

Members in attendance: Ken Feldmann, Kevin McDonnell, and Bob Zepf.

Staff Members in attendance: Debbie Fisher, Cathy Goold, and Judy Oakman.

Absent: Eric Abercrombie, Lisa O'Brien, Amber Simpson, and Paul Haffner.

The minutes of the prior meeting and the Fund Review calls were approved as presented. Motion by Kevin McDonnell and seconded by Ken Feldmann.

Role of the HR Committee

- Role of this committee has shifted over the years. Bob to review an outline with Paul on possible focus areas for the committee.
 - Moving to 2 meetings per year (April/May and October/November)
 - Will schedule more as needed.
- 401k Investment Committee responsibility:
 - Started as 1 time per year in person review
 - Moved to 4 calls per year
 - Changing to 2 times per year
 - Call in May
 - In person meeting for annual review in early/mid November

401(k) Updates

- Forfeiture monies were used on March 22nd and April 5th to offset the matching (approximately \$23,000 each time).
- Recommendation to continue using the forfeiture balance in this fiscal year to offset the matching (current balance: \$83,000). All in favor to continue doing this.
- Next 401(k) fund review call on Tuesday, May 14th.

Benefits Update

- RFP for health broker completed in 2018 and HORAN (incumbent) selected to remain in this role.
- All plans, including medical, were taken to market in 2018.
- Decision made to move the self-funded medical to UMR (third party administrator) for added flexibility in future years.
- Medical plan claims update:
 - 2018 came in much better than 2017, which was the worst year to date since moving to self-funded medical in 2014.

- 2019 was projected to be comparable to 2018, but is starting out higher and initial projections put it on par with 2017.

Performance & Compensation Update

- Completed the 2nd year of annual performance evaluations and salary increases. All happened in March and took effect for the April 5th pay date.
- 2018 was a transition year moving from anniversary to one date for all.
- Working well and leaders like having a “pool” of money to distribute among employees.
- Salary levels were also re-created in early 2018 and updated in 2019.
- The executive salary levels were updated in January 2019 to show Total Compensation. These were shared with Lisa O’Brien and Stephen Peterson.
- Short discussion around how the salary increase % are set in the budget and how to look at this going forward (i.e., allocating 2.5% vs the budgeted 3%)

Staff Engagement and The Lighthouse Way

- Results from the recent annual engagement survey were reviewed with the committee (see attachment).
- Discussion around results and the year over year results. Comparison made as Year to Year with Lighthouse as a benchmark vs the industry as that isn’t a true, or static, comparison.
 - Org Health
 - Engagement
 - Gallup slide (attached)
 - The Lighthouse Way (attached)
- Rollout within Lighthouse
 - Overview and program results to Directors in mid-March
 - Directors reviewing at Leadership meetings in late March and April
 - Talking about results and planning rollout to employee levels over the next month
 - Debbie creating custom slides for program level comparisons (year over year) as requested to help with the rollout discussions.
 - Managers and employees to create actions to sustain or raise selected Org Health items over the next year.

There being no further business, the meeting was adjourned.

Respectfully submitted,

Debbie Fisher