

Minutes
Board Personnel Committee
May 22, 1997

Present: Sandra Miller, chair; Cindy Hirst. Staff: Jerralynn Ness, Connie Sherrard

1. 3/27/97 minutes approved by consensus.

2. Wage Study:

Committee discussed criteria to propose to PSU MBA Business Project program, and developed the following, to be submitted:

CAO is currently in the process of two major initiatives: 1) a consolidation with Family Care of West Tuality (FCWT), a local child care organization, and 2) a compensation study to assess our wages, benefits and compensation plan in relation to the market and best practices.

Specifically, we have identified the following activities:

Consolidation:

1. How best to merge two different systems of compensation, job classification, promotion, etc.
2. Implementation plan: *How can we accomplish the merger so that it has the least negative impact on employees?*
3. Communication plan: *How should we communicate changes and decisions concerning the consolidation to all employees?*

Compensation:

1. Compensation administration policy and practice: *What are other organizations doing? What are the "best practices" in this area? How do those fit into a social service model?*
2. Wage comparability study: *Comparing CAO wages with other non-profits as well as public and private sectors.*
3. Establishing standards for pay rates: *Should we set wages and benefits above, at, or below average market? What are the ramifications of any of those choices?*

Next meeting (the last one for this year!) June 26, 1997