



OPRA Human Resources Committee

Tuesday, June 8, 2021

10am-12pm

## Minutes

- 1 Record Retention
  - a Nelson Cary from Vorys- brief update on a record retention memo drafted for OPRA Members in 2017
  - b Presentation and updated memo were distributed through the listserve. Contact Christine ([Ctouvelle@opra.org](mailto:Ctouvelle@opra.org)) if you did not receive them.
- 2 HR Committee Updates & Positive Events
  - a Committee Chairs:
    - i Long-standing committee chair Patty Schlosser has retired. Michelle Madden from Independence of Portage County has agreed to chair the committee moving forward.
    - ii We would like to bring on a new co-chair. Anyone interested should complete the interest survey by June 29<sup>th</sup>.
    - iii Interest survey: <https://www.surveymonkey.com/r/K736932>
  - b Salary Survey
    - i A sub-committee is going to be created to review the salary survey to ensure the survey accurately reflects the positions and position descriptions within the Membership. The sub-committee will also explore how COVID could impact the usefulness of the survey.
    - ii The sub-committee will have the first meeting later in the summer. Meetings will be virtual.
    - iii Any proposed changes will come back to the HR Committee for approval.
    - iv If interested in participating in the sub-committee, please email Christine.
  - c Fall Conference Ideas
    - i The OPRA team will be opening speaker proposals for the fall conference within the next week or two.
    - ii Session ideas: diversity and inclusion, rebuilding culture and navigating culture with a changing workforce, leadership, "HR for non-HR managers", shifting from discipline to support with HR practices, and the changing role of HR professionals.
    - iii Please send any additional ideas to Christine.
- 3 Training
  - a Christine will be sending out a survey to get a better understanding of what kind of training OPRA Members are offering to their staff.
  - b The survey will ask what training are agencies offering (Crisis Prevention/Intervention, CPR/ First Aid, Med Cert, Diversity, Fire safety), whether the curriculum was developed in-house or purchased, and if purchased, where the curriculum was purchased from.
  - c If there are additional training topics your agency is interested in, please email them to Christine.

- d Results will be shared at a future committee meeting.
- 4 How are you managing changes to Masking and Social Distance?
  - a Agencies are each handling it differently and based on their specific organizational needs.
- 5 Recruitment and Retention Planning -
  - a What are agencies doing and planning for? Is it working?
    - i Committee members are having some recent success with referral bonuses, sign-on bonuses, weekend shift differentials, and incentives for picking up additional shifts.
  - b Items that impact the future of this planning - how are you tackling these items
    - i Burnout
    - ii Skill Gap
    - iii Mental Health

Open Discussion

The next meeting will be in August.