**OPRA HR Committee**

**Meeting Summary**

**March 13, 2018**

1. **DSP Ohio Update and Recruitment discussion: We had been gathering data about page views via Google Analytics, which was somehow disabled. It is being re-activated so we should have updated data soon. Staff vacancy rates remain unchanged. We are getting quotes to print posters for members to use in their regions (JFS offices, career centers, other places of employee recruitment). We should have these shortly. Discussed the number of no shows for interviews. Idea: Confirm interview date/time via email and phone call. This increases the likelihood that the interviewee will show up. Also discussed use of PRN and seasonal staff. Talked about different approaches to working with schedules of college students.**
2. **The Ohio Chamber of Commerce** **HR Tool Kit has been purchased by OPRA. This, in conjunction with DODD’s compliance tool will be a good start in putting together a basic HR template for HR professionals new to the field. It will also be helpful for agencies that do not have dedicated HR staff. Workgroup will be: Patty Schlosser, Lynn Emmons, Tniesha Jones, Rebecca Pearce and Christine Touvelle. If anyone else would like to be part of the HR Toolkit workgroup, please contact Anita or one of the work group members by Friday, March 30. Conference calls will begin in April. We strongly encourage new HR professionals to join the work group so we can get the perspective of newbies as well as those who have been in the field awhile. Anita will reach out to the Chamber to see if we can obtain a discount on the HR Manual for OPRA members.**
3. **Brent Isler from Comp Management Health Systems presented on BWC Safety Grants and BWC Safety grants designed specifically for employers working with people with disabilities. Brent encouraged providers to contact their local BWC Safety Representative to either visit their organization to assess needs/assist with questions. The BWC safety reps are free and very helpful. The Power Point will be sent in a separate email.**
4. **ERN (Employee Resource Network) Lucas County: Patty gave an overview of the grant project and employer sponsored small dollar loans. Anita sent out information on 2 upcoming webinars sponsored by *Emerge* on employer sponsored small dollar loans.**

**5**. **Discussed Scott Warrick’s training and topics of interest/timing of same.**

**6. Incentives for employees. Tniesha gave a demo of AwardCo which was well received.**

**The Next HR Committee Meeting is Tuesday, May 8th**