

## **Human Resources Committee: Charter 2017-2018**

**Committee Co-Chairs:** Jennifer Feldman, [jennifer.feldman@ogc.upenn.edu](mailto:jennifer.feldman@ogc.upenn.edu)

Margaret Balamuth, [margaretbalamuth@gmail.com](mailto:margaretbalamuth@gmail.com)

**PIC Staff Member:** Safia Abdullah (Accounts Manager): [sabdullah@parentinfantcenter.org](mailto:sabdullah@parentinfantcenter.org)

**Mission:** To support the Executive Director in the administration of human resources policies and procedures. Goals will be revised as needed with the Executive Director.

### **Goals for 2017-2018**

- Review and update Personnel Policies/Staff Handbook
- Review job descriptions and performance reviews; revise as needed
- Review results of staff survey in order to identify areas for HR follow-up
- Review exit surveys with Program Directors
- Plan and coordinate the annual staff appreciation events
- Review of salary ranges and progression
- Respond to HR issues that arise

### **Work Load and Meeting Schedule**

HR Committee plans to meet monthly in the fall/early winter (October, November, December and January) and semi-monthly for the remainder of the year (March and May) from 5:30 to 7 p.m. with light supper and child care, if needed. Meeting dates have not yet been set.

### **Staff Support Required**

Executive Director and Accounts Manager attend on a regular basis and assist with coordination and providing information for the meetings. Program Directors attend periodically on an as-needed basis.

### **Examples of Recent Committee Member Activities**

- Reviewed HR activities relative to PIC's Strategic Plan
- Assisted administrative team in monitoring/revising policies regarding increased staff education requirements
- Reviewed salary ranges for competitiveness within Philadelphia market
- Reviewed and revised policies

### **Committee Members**

Experienced human resources, operations or administrative professionals with knowledge of employee relations, compensation and/or benefits policy and programs.

**Current Members**

In addition to the PIC Executive Director and the Accounts Manager:

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Jennifer Feldman, [jennifer.feldman@ogc.upenn.edu](mailto:jennifer.feldman@ogc.upenn.edu)

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