



Human Resources Committee Charter Mission and Goals 2013-2014

Committee Chair(s): Margaret Balamuth, margaretbalamuth@gmail.com
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Mission: To support the Executive Director in the administration of human resources policies and procedures. Goals will be reviewed and revised if needed with the incoming Executive Director.

Goals and Timeline for 2013-2014

- Review HR Committee role and goals with Deb Green Sept. 2013
- Assess the sustainability of the HR committee and its members. Recruit new members as needed. Sept. – Dec. 2013
- Review and revise (as needed) the Staff Handbook. Include program directors in process. Sept. – Dec. 2013
- Review the performance review process and format with regard to job description changes. Sept. – Dec. 2013
- Review professional development opportunities/tuition reimbursement for staff due changes in Keystone Stars funding and make recommendations to the Board Sept. – Dec. 2013
- Plan and coordinate the annual staff appreciation events. Dec. 2013
- Review the existing annual evaluation process of the Executive Director and plan Deb's review in spring of 2014. Jan. 2014
- Review and revise as needed job description and review process to insure that they aligned with NAEYC requirements. (Start by April and complete by July.) Spring 2014
- Review exit surveys with Operations Manager. Spring 2014
- Review new Federal Healthcare guidelines. Spring 2014

Goals for 2014 and Beyond

- Review Job Descriptions (3 year cycle). Fall 2014
- Review of salary ranges and benefits packages. Fall 2014

Work Load and Meeting Schedule

HR committee plans to meet monthly on the first Wednesday of each month except where noted*. We meet from 5:30 pm to 7:00 with light supper and child care if needed.

September 11, 2013*

October 2, 2013

November 6, 2013

December 4, 2013

January 8, 2014*

February 5, 2014

March 5, 2014

April 2, 2014

May 7, 2014

June 4, 2014

Staff Support Required

Executive Director, Accounts Manager and the Operations Manager attend on a regular basis and assist with coordination and providing information for the meetings. Early Learning and the After School Program Directors attend periodically on an as needed basis.

Examples of Recent Committee Member Activities

- Planned and coordinated Staff Appreciation activities.
- Reviewed job descriptions and the staff evaluation process and forms.
- Reviewed the salary ranges with regard to Philadelphia area market.
- Reviewed Whistleblower policy and made recommendations to Board.

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 PIC Executive Director, the Operations Manager and the Accounts Manager

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