

Committee

MEETING MINUTES

Date: Friday, October 18, 2019

Time: 10:45 am

Place: Adm Board Room

I. **Call to order** – Charley Hankins, chair, called the meeting to order at 10:45 am

II. Roll Call

- a. **The following committee members were present:** Charley Hankins, Chair, Ann Southall, Recorder, Carey Tucker, Tim Kirk, Heath Waldrop, James Virden, Andrew Fielder, Bill Fowler, Kathy Reaves, James Yates, Will Rankin (proxy for Juanita Norful)
- b. **The following committee members were excused:** Juanita Norful, Lauri Wilson
- c. **The following committee members were absent:** David Henry, Kim Vaughn
- d. **The following guests attended the meeting:** Carol Modica-Moore

III. **Approval of minutes from last meeting** - Motion was made by James Yates and seconded to accept the minutes from March 15, 2019 as presented.

IV. Old Business – Information from Planning Council and updates

APM 5.04a Travel Reimbursements – update
APM 2.49 Personal Identifying Information – new (Protecting personal identifying information)

V. New Business –

- a. **Appointments:** Vice-Chair, Lauri Wilson and Recorder – Ann Southall
- b. **Facilities, Energy and Safety – James Yates, Chair** - No Report - as a meeting scheduled for Monday, Oct 21. Chair was asked to consider schedule change on future meetings at least 2 ½ weeks prior to AAC so any action items could be put on the agenda.
- c. **Human Resources – Juanita Norful, Chair (Proxy by Will Rankin) –**
 - 1. **APM 2.28 Cafeteria Plan - amendment**– Discussed making the vendor more general and motion made to approve after correction by James Yates, seconded and approved.

2. **APM 2.50 Merit Bonus – new policy** – Discussed and was sent back to committee for further review and proposed changes.
 3. **APM 2.51 Arkansas Health Employee Lifestyle Program (AHELP) – new policy** – Discussed and motion made accept by James Yates, seconded and approved.
- d. **Institutional Technology Advisory – Kathy Reaves, Chair – No Report** – has met but will be submitting proposed items for next AAC meeting.
 - e. **Professional Development – Lauri Wilson, Chair – No Report**
 - f. **Emergency Response Team – No report**
 - g. **Discussions to be submitted:**
 1. **Human Resources, represented by Bill Fowler** –
 1. Note that TPA will be changing from QualChoice to Blue Cross and Blue Shield effective 1/1/2020
 2. Insurance will have different portal in November for ALL employees to make changes and re-enter information, even if there are no changes. This new portal will help significantly in payroll with onboarding processes.

VI. General Announcements

- a. Heath Waldrop – Reminded everyone about Basketball Scrimmage tomorrow at BJHS.

VII. Adjournment – Adjourned at 11:08 am

Minutes submitted by: Ann Southall, Recorder