

**MINUTES OF FINANCE COMMITTEE / LEGAL – HR COMMITTEE
INTERSECTION POINTS MEETING
APRIL 23, 2018**

Present: Juliette Meunier, Jeff McBride, Joyce Kirchoffer, Minh Hoang, Sean Peasley, Dolores Daly, David Lamb, JoAnn DeLaHousaye

Absent: NA

Guests: Jay Scott (Legal/HR Committee Chair), Christine Salas (Director of HR)

Meeting called to order at 2:02 pm

This was a special Finance Committee meeting held specifically to discuss Finance Committee/Legal-HR Committee intersection points.

TASK LIST	WHO	DATE DUE	DONE
Send Jay the Finance Committee COW	Juliette	ASAP	
Create policy draft of how Finance & Legal-HR Committees will work together on intersection points	Juliette	ASAP	

DECISION(S):

DISCUSSION:

Jay started the conversation by stating that some HR issues are just potential issues, and some are real issues with potential financial impact to us. Wage and hour compliance have the potential to become large financial issues. Benefit plan compliance can also have a huge financial impact. Sean asked if we've had a history of IRS or DOL audits – the answer was no, we have not. Joyce said that the state is going to start auditing companies more often for Worker's Comp. Juliette suggested that the IRS could have a big financial impact on us as well. Juliette suggested that we may need to create a memo to send to employees on what is being deducted from their paychecks. Juliette asked what we should do if we needed to spend money to mitigate risk, that wasn't already in the budget. Should it go to the Finance Committee for approval? It was discussed that lawsuits under \$50,000 do not need to go to the Finance Committee, but lawsuits over \$50,000 do. Dave said that in the past, the Legal/HR Committee met very infrequently. He feels that going forward, the Legal/HR Committee needs to meet more frequently.

Juliette stated that the only item that wasn't in the HR Audit Report were wages. Juliette suggested that using anonymous surveys is a good way to find out if policies are being adhered too. Jay said that his organization is taking a proactive approach to avoid lawsuits, but that this is very hard to do.

Juliette will send Jay the Finance Committee's Chart of Work so that the HR/Legal Committee has a guide to put one together their committee. Juliette will make a draft of policies of how the Finance Committee/Legal-HR Committee will work together on intersection points.