

Dec 20, 2023 | [TLCBD Administration & Finance Committee](#)

Attendees: [Enrique Ovando](#) [Jeff Pace](#) [Kate Robinson](#) [Bilal Mahmood](#) [Michael Vuong](#) [Siggie Bang](#) Todd Leddy

Agenda

People & Culture Presentation

- T. Leddy shared a presentation on Handbook Updates, Paycor Updates, and Consulted with BBB
- J. Pace asked who the legal team is, Answer: Foley & Lardner
- Completed and signed by everyone
- Completed first organization wide Annual Performance Evaluations
 - Uploaded to Paycor
 - Paycor has coaching section for 1:1s
 - St. Anthony's uses UKG
- E. Ovando explained the Staff Increase process
 - B. Mahmood asked if evals are tied to promotions, Answer: Not at this point
 - M. Vuong asked about the August timeline following the approved budget period
- J. Pace has Brittany Hogde - reintroduced a professional development program
- T. Leddy described integration improvements with PayCor
 - 401K - J.Pace recommends incentivising participation
 - M. Vuong to look at this year after year and set quarterly goals for increasing participation
- Switching from ADP to Fidelity for 401Ks
- T. Leddy joined payroll process - the biggest aspect of payroll is communication, setting deadlines, pushing directors and leading that process
 - Detrimental to have different pay periods, much better to have a set system in place
- Minutes - Motion to approve: B. Mahmood,
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Action items

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