

# Committee

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## 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*