

**YA Personnel Task Force**

**January 11, 2016**

**8:30 am**

**YA Office or 712-770-4160 passcode 313508**

**Members:**

Peter Johnson (Chair)

Tanuja Dehne

Barbara Moran

Belinda Roll

Michele Russo

Debbie Mindlin

**Personnel Task Force Description:**

There shall be a Personnel Task Force that will support the President & CEO in her/his responsibility for human resources. They will advise on technical and legal issues and formulate policy as needed to ensure that YA provides a safe healthy environment for the staff, and is in legal compliance with employment regulations. They will be responsible for the Employee Handbook and will ensure that it is reviewed at least every 5 years.

**Agenda:**

- 1) Report on review of handbook (P. Johnson)
- 2) Connection w Pro Bono Partnership (D. Mindlin)
- 3) Report on job descriptions (M. Russo)
- 4) Report on visit with YAMD and regional approach (M. Russo) & next steps

**Next Steps:**

- Review Job Descriptions for proper classifications (exempt vs. non-exempt)
- Pro Bono Partnership review of employment status of artists (independent contractor issue)
- Set next meeting: March 2017

**GOAL 3 (ORGANIZATIONAL STRENGTH AND CAPACITY)**

**YA will develop and align internal staffing capacity, board membership and committee structure, and marketing to support the Strategic Plan goals.**

To achieve the goals contained in the Plan, there will need to be investments in staff capacity and structure, modifications to the existing committee structure, and adjustments to branding conventions.

**OBJECTIVES:**

1. Assess the capacity of the board and staff to undertake the work of the Strategic Plan.
2. Develop a strategy to create strong regional representation with clients, funders and potential board members.

**A. STAFF**

STRATEGY	ACTION	TIMELINE	NEEDED RESOURCES	RESPONSIBLE GROUP	SUCCESS INDICATORS
Review and realign staff responsibilities	Develop up-to-date job descriptions and revise organizational structure to reach plan goals	FY 17 - Revise job descriptions and review and revise organization structure FY 18 - Implement revised organization structure FY19 - Assess and refine	Staff time, consultation w/ HR professional, models from YA Network and peer organizations	President/CEO, board member with HR experience, Board Chair	Job descriptions align with strategic plan goals and needs
	Develop strong and clear responsibilities regarding regional service	FY17 - Develop models for regional service	Staff time, consultation w sales/marketing professional	President/CEO, Marketing/sales professional, education and programming staff	Targeted sales approach is implemented and results in 25% increase in programming in targeted areas in FY 18

		FY18 - Implement regional service in pilot areas FY19 - Assess and replicate			
	Diversify staffing of organization including teaching artists, full time staff and consultants	FY17 - Assess staff needs	Staff time, HR expertise	President/CEO, HR/Personnel Committee	Increased diversity in YA's staff and representatives
	Assess need for expertise in relevant fields (education, sales, marketing, development, finance)	FY17 - Define areas of need, scope of work and identify appropriate experts FY18 - Initiate contracts FY19 - Complete contract work	Staff time, board member connections and expertise	President/CEO, board member with HR experience, Board Chair, all staff (as needed)	More effective sales approach; more relevant educational content