



JACKSONVILLE HOUSING AUTHORITY BOARD OF COMMISSIONERS HUMAN RESOURCES COMMITTEE

BOARD WORKLIST¹

1. Update CEO Succession Plan (HR)
2. Template for evaluation for CEO to meet terms goals (HR)
3. Compensation study status (HR)
4. Discussion about the administrative positions at JHA: (HR)
 - 1) Secretary v. HR Manager v. CAO
 - 2) Minute & Resolution Keeping
5. Post-Board Meeting Protocols (HR)
6. Procedure for how complaints are brought to the Board's attention (HR)
7. JHA employee policy for on-going investigations (HR)
8. JHA Organizational Chart (HR)
9. JHA Administrative Organization Chart (HR)
10. JHA procedure for record keeping of internal/employee complaints (HR)
11. Three-tier Survey (HR)
 - a. JHA's management;
 - b. Employee culture; and
 - c. Resident

¹ The Board Worklist was created by Commissioner Reyes, Chair of the HR Committee, at the February 16, 2024 HR Committee Meeting initially titled Proposed HR Committee Worklist. The original Proposed HR Committee Worklist presented at the February HR Committee Meeting contained only the first ten issues on the current Board Worklist, or Nos. 1 through 10. Adopted at the February 16, 2024 HR Committee, the Board approved the Proposed HR Committee Workshop by a subsequent motion "to adopt the HR Worklist with the addition of the surveys to the management, employees and residents", thereby adopting henceforth the HR Worklist, which comprised of Nos. 1 – 11 of the Board Worklist.

12. Tuition Reimbursement Policy with Commitment (HR)²
13. Hazard Pay Memorandum (HR)³
14. Establishment of clear boundaries with respect to what a Commissioner can and cannot do outside of Board and Committee Meetings (Governance)⁴
15. Develop more objective senior management performance reviews utilizing anonymous peer review (HR)
16. HR Manager 30- and 90-Day Reports (HR)
17. In-house legal counsel (HR)⁵
18. Third-party Financial consultants (Finance)
19. Grant writing opportunities (HR)
20. Standing report on process of RFP No. 2024-103 for Classification, Compensation, and Culture Study (HR and Board Meeting)⁶
21. Standing report on process of RFP No. 2024-104 on CEO/Executive Search Firm (HR and Board Meeting)
22. Legal Services Report from Dunn (legal counsel service contract/engagement letter, scope of services, and amount paid) (Finance)
23. HR Monthly Written Board Report from HR Manager (HR)
24. Standing item updated Board Worklist/HR Worklist (HR)
25. Standing item of updated Organizational Chart with vacancies (HR)
26. Standing item of updated Administrative Organizational Chart with vacancies (HR)

² No. 12 was added to HR Worklist as a result of discussions at the April 12, 2024 Finance Committee Meeting.

³ The Hazard Pay Memorandum was added to the HR Worklist at the March 18, 2024 HR Committee Meeting, and is No. 13 on the Board Worklist,

⁴ Nos. 14, 15, and 16 of the Board Worklist were discussed at the April 19, 2024 HR Committee Meeting, with No. 14 identified in that HR Committee Meeting as item to be addressed by a future Governance Committee or by OGC.

⁵ Nos. 17, 18 and 19 were discussed at the April 29, 2024 Regular Board Meeting and requested to be added to the HR Worklist.

⁶ Nos. 20 through 30 were added to the HR Worklist, now also identified as Board Worklist, at the May 17, 2024 HR Committee Meeting.

27. Update Bylaws (Governance)

28. Board transition and onboarding process (Governance)

29. CEO's obligation to email Board all "newsworthy" information, including the following statements where appropriate:

- Notice of employee investigations and email containing statement, "I am not authorized to release any information, but here is the result to it. This is what I have"
- If the information is already in the news, email informing Board Members containing statement "I was not authorized to disclose information prior to this." (HR)

30. Board's level of fiduciary responsibility and liability, "in terms of our liability, how is it assessed what we absolutely need to know for our own protection" (OGC and Governance)

31. Schedule Governance Committee for August/September (Governance).⁷

32. Detailed report on hiring, employee turnover, and exit interviews (HR).

33. Agency survey for the residents to see how they felt about the agency and how they are satisfied with our services. Through the Resident Relations Committee want to share that there is going to be a survey. (Resident Relations)

34. Update the background screening/hiring requirements for CFO, Deputy CFO, COO and CEO to include credit report showing no 10-year history of bankruptcies or 180 days late payments due to positions having access to JHA financial accounts (Governance).

⁷ Nos. 31 through 34 were added to the HR Worklist, now also identified as Board Worklist, at the July 26, 2024 HR Committee Meeting.