

WACOSA Board

HR Committee Meeting – Minutes

Date: 05/13/2026 **Time:** 4:00pm – 5:00pm **Location:** Zoom and In-Person

- Minutes from Previous Meeting

Meggan reviewed the 2026 Employee Handbook updates which included updates to the ESST, MN Paid Leave and Lunch/Break policies. Meggan also reviewed the need to overcome turnover and community outreach and involvement (i.e. Career Fairs and Job Fairs).

- Open Items/KPIs
 - KPIs
 - New Hires
 1. Number of Vacancies
 - Goal: Overcome turnover
 2. Number of New Hires
 - Quality vs. Quantity
 - The committee reviewed the most recent hiring stats. We continue to hire quality applicants, however not at a fast enough rate to overcome turnover. We have a strong applicant in the Team Lead role at the Annex and a DSP with direct client experience starting at 1st Ave in the upcoming week.
 - We reviewed the current openings: Client Manager in Sauk Centre, Maintenance Assistant and DSP's.
 3. Work comp
 - YTD improvement in number of incidents
 - The committee discussed the 2025 YTD totals compared to 2026. There was a reduction in 5 incidents. We reviewed the various Safety Committee initiatives and our partnership with RAS as our work comp provider.
- Employee Benefits Updates
 - On-line deferral elections and beneficiary information
 - The committee was updated on our new on-line deferral elections and beneficiary information option for employees. The committee was also informed that we received the draft 401K audit report and the audit report was favorable.
- HR Department Update
 - The committee discussed the recent job offer that was extended to an HR Specialist. The HR Specialist position is a new position that will help support recruiting and strategic initiatives. The committee also discussed the recent HR Manager opening. Meggan Thole resigned and will be staying out to support HR

functions during the transition or until the position is back-filled. Lindsey advised on posting the position on LinkedIn and sponsoring on Indeed to increase applicant flow.

- Next Meeting
 - Thursday, August 13th at 4:00 p.m.