

Human Resource and Employee Wellness staff are a resource to the committees and will be standing members of the committees listed above. Their designees for attendance will be determined by the Director of Security and Training.

- B. The committee will be chaired by the Warden or designee. The chairs will propose a slate of committee members from each facility listed above to the Commissioner or designee for assignment to the committee. It is the intent of this policy to select members that are genuinely concerned, who exhibit positive communication about the department and who have an interest in recruiting and retention of departmental employees and who, because of their experience and background, bring a diversity of expertise, experience, and opinion.
- C. The Recruiting and Retention Committee will meet at least six times per year, or more frequently, to:
1. Advise the Department relative to concerns about current recruiting and retention practices;
 2. Assist the Department by providing input to improve departmental recruiting and retention initiatives;
 3. Assist the Department by providing guidance relative to the issues that hinder recruiting and retention;
 4. Receive input from staff;
 5. Recommend actions, initiatives, or changes that will improve staff morale;
 6. Be our eyes and ears into the facilities;
 7. Help facilitate two-way communication with staff;
 8. Be sensitive to the needs and concerns of the staff and work together to provide input; and
 9. Consider other matters as deemed appropriate.
- The committee agendas will focus on the best practice research areas of retention:
1. Mentorship;
 2. Employees feeling they are challenged in a healthy way;
 3. Employee development and promotion planning;
 4. Employee involvement in agency mission achievement;
 5. Employee appreciation;
 6. Increasing employee value;
 7. Increasing employee empowerment to achieve agency mission and vision; and
 8. Increase employee's acknowledgment of trust to do the right thing and a good job.
- D. A majority of the appointed membership constitutes a quorum. The committee chairs and a designee from the local committee will meet bi-monthly with the Commissioner and Director of Security and Training to review local initiatives and recommendations for action planning and implementation strategies. The chair of each committee will set the agenda for each meeting along with the date, time and place of each meeting. Meeting minutes will be published on the Department's Intranet for access by staff. (Attachment 1 _ Meeting Minutes Template)
- E. The Department as a part of creating a personalized pre-onboarding and onboarding experience may utilize at the discretion and approval of the Warden/Director of a facility voluntary recruitment team officers who after completing training and orientation with departmental human resource personnel can assist in pre-employment activities. These volunteers will need to complete a confidentiality agreement to be filed in their employee personnel record. (Attachment 2)

REFERENCES:

Standards for the Administration of Correctional Agencies
Second Edition. Standards
2-CO-1A-15

Standards for Adult Correctional Institutions
Fourth Edition Standards
4-4005

Standards for Adult Probation and Parole Field Services

Standards for Adult Community Residential Services

[PowerPoint Presentation \(aca.org\)](#) – Staff Wellness Scan Full Analysis 8/25/2021

[Workforce Issues in Corrections | National Institute of Justice \(ojp.gov\)](#)

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Other: