Onboarding Committee Meeting

Meeting date: Tuesday, October 4, 2022
Meeting time: 4:04pm – 4:59pm
Meeting location: 2 Oak Street, Norwalk, OH 44857

Committee Members Present:

X	Sandy Hovest	X	Erin Bohne
X	Silvia Hernandez	X	Nora Knople

Board Staff Present:

X	Kristen Cardone, Executive Director		Ashley Morrow, Community Engagement and Resource Manager
	Cari Williamson, Office and Fiscal Manager		Devin Pollick, Prevention Coordinator

Discussion Items:

- o Action Plan
  - ▪ Go through manual and create a glossary of terms members may not understand
    - • Make dynamic document and ask board members to provide input regarding abbreviations they struggle with.
    - • **Cari to create list of abbreviations for providers and general abbreviations and send to committee members**
    - • Committee members will add to document created by Cari and will gather information from full Board.
  - ▪ Work on language document.
    - • Potentially do this as an annual training. **Kristen to reach out to OACBHA to see if they can offer this for the Board.**
  - ▪ Create abridged form of the manual (**Kristen to do**)
    - • Use information in flow chart to create abridged form of manual and order it based on flow chart order.
    - • Create hard copy and Live Binder version.
    - • Use full manual, use different colored paper or tabs to highlight sections of manual that are covered during onboarding process. Color of paper or tabs will align with color on flow chart.
  - ▪ Create a graphic flow chart of onboarding process (**Kristen to do**)
    - • Update flow chart and change outline of each meeting to the color of the pages/tabs we will be using in the manual.
    - • Add information to flow chart to include where they can find that information in the manual (section/location, page number, etc.)
    - • Print flow chart on cardstock and give to Erin to laminate. Each Board member will receive a copy.
  - ▪ Manual updates (**Kristen to do**)
    - • Manual does not include page numbers currently. Kristen to add section/page numbers to manual.
    - • Board members will be given updated manual sections at end of fiscal year (provide sections that have been updated but leave what is there).

- Add policies and procedures to end of manual and do not include page numbers since policies are the section that is most likely to change.
  - Next meeting date: November 1, 2022, 4pm-5:30pm.