

Onboarding Committee Meeting

Meeting date: Tuesday, November 1, 2022

Meeting time: 4:03pm – 4:55pm

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:

- Action Plan
 - Flow chart to be included in binder (laminated, on card stock)
 - Reviewed current flow chart and sample binder. Made recommendations for changes including:
 - Organize Board Member manual with all material from first meeting in front, material from second meeting next, etc.
 - Add to flow chart: mentor will check in with mentee via email/phone once a month
 - Create labels for tabs using label maker and colored tape to help detail which tab goes with which meeting. Use white paper.
 - Add in document detailing other ways to share/gain information (i.e. monthly reports, annual report, etc.)
 - Add section for date and initials in each arrow to show has been completed
 - Add to third and fourth meetings: gather feedback from new member regarding Onboarding process
 - During Board meeting, ask Board if they want/use Live Binder version
 - Introduce flow chart, updated Onboarding policy at committee meetings