



ElderSource (Area Agency on Aging)
Board of Directors
Personnel Committee Meeting Via Zoom
June 10, 2022, at 3:00 PM

1. Welcome
2. AAP Report
3. Salary Study
4. Adjourn

Walette Stanford, Chair
Jackie Tarter, DCSI
Tameka G. Holly, COO

Walette Stanford, Chair

Vision: Older adults and adults with disabilities are valued and have the resources they need to live with dignity and security in an age- and ability-friendly community.

Mission: ElderSource empowers people to live and age with independence and dignity in their homes and their communities.

Inclusion Statement: ElderSource values all people – including but not limited to all nationalities, socio-economic backgrounds, abilities, races, genders, religious perspectives, sexual orientations and gender identities – in everything we do. We welcome the unique insights and perspectives of all persons in our quest to fulfill our mission.

Project Overview

Client:	ElderSource
Client Need:	Compensation Assistance
DCSI Project Manager:	Megan J Richardson, PHR, SHRM-CP, VP of Consulting
Project Overview:	DCSI will provide compensation assistance through market pricing positions in the local Jacksonville area.

Compensation Project Options

DCSI subscribes to CompAnalyst, the world's largest compensation database with 600 million data points and growing. Our data is collected from hundreds of professionally-conducted surveys run by corporate HR departments every year, so you can rely upon the accuracy and timeliness of the information you receive. By using 100% employer-reported surveys instead of individually-reported responses, CompAnalyst's market data is a more reliable, credible source for conducting compensation analysis.

Market Analysis

- Update previously matched positions through Comp Analyst software.
- Match positions for any newly created or altered roles.
- Collection of relevant local/regional wage market survey data from a review of published survey sources for all designated in-scope positions.
- Analyze survey data based on client skill set requirements.

Option	Number of Positions	Price Per Position	Total Cost
In-Scope Positions	11	\$112	\$1,232
All Positions	42	\$112	\$4,704
New Positions	2	\$227	\$454

Structure Review/ Updates

- Update client's compensation structure for all positions based on current market pricing.
- Review, update and shift grades and ranges as needed while ensuring consistent mid-point progression and compa-ratios.
- Updated grades and ranges will include starting points, mid-points and maximums to facilitate the organization's hiring and promotion administration.
- Slot all jobs into a competitive pay structure using the market data obtained, considering external competitiveness.

8 Hours: \$1,816

Employee Placement

- Slot all in scope employees into the updated structure.
- Review employee placement in structure evaluating time in position, overall seniority and job performance.
- Provide edits and updates based on feedback from internal stakeholders.

6 Hours: \$1,362

Impact Analysis

- Create two (2) cost modeling scenarios of any proposed wage changes based upon the market data or the pay structure movement and the organization's specifications with one set of revisions. (Requires collaboration with internal HR team and key stakeholders.)

4 Hours: \$908

Executive Summary

- Comprehensive executive summary will be provided along with a detailed presentation of recommended changes to Sr. Leadership and/or Board of Directors.
- Summary will outline the project's
 - Methodology
 - Findings
 - Recommendations

8 Hours: \$1,816

Presentation of Results

- Develop final recommendations including an executive summary with analysis results, observations, and recommendations.
- Presentation of results via webinar or in person.

8 Hours: \$1,816

Recruiting Services

Recruitment Process Outsourcing - RPO

Your Idea Recruiter will recruit, resume screen, phone screen, interview, and submit qualified candidates. The Idea Recruiter will also work with the client's management team to establish interview guide questions, job postings, and be responsible for making the initial offer of employment and coordinating the start date. The number of monthly retainer hours is determined by the typical amount of turnover and open positions realized annually.

Idea Recruitment will provide full cycle recruiting for all of the client's current openings. Our Recruiting team consists of a Recruiting Manager, 4 Recruiters and 1 Sourcing Specialist. Full cycle recruiting includes:

- Receive open job requisitions.
- Post jobs to appropriate portals and send link to client's website. (This is an option that is available via our applicant tracking system. Your website career page is linked to our applicant tracking system.)
- Actively source for candidates through alternative recruiting venues including social media, professional associations, etc.

- Screen resumes received through all sources including those candidates applying directly through the client.
- Phone screen qualified candidates.
- Conduct initial face to face interviews with all candidates identified through phone screens.
- Send information on selected candidates to hiring manager.
- Arrange pre-employment screening for candidates who are selected for and interviewed by the hiring manager.
- Facilitate scheduling interviews with the hiring manager.
- If selected for hire, Idea requests Hire/Offer Letter from DCSI or appropriate HR contact.

RPO fees: \$89 per hour
All RPO fees are based on the number and level of positions to be staffed



2022 AAP Summary



ElderSource
start here for help

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Activity Summary Notes:

- Hire activity within: Executives, Professionals, and Administrative job groups.
- Promotion activity within: First/Mid Level Managers, Professionals, and Administrative job groups.
- Termination activity within: First/Mid Level Managers, Professionals, and Administrative job groups.



ADVERSE IMPACT ANALYSIS

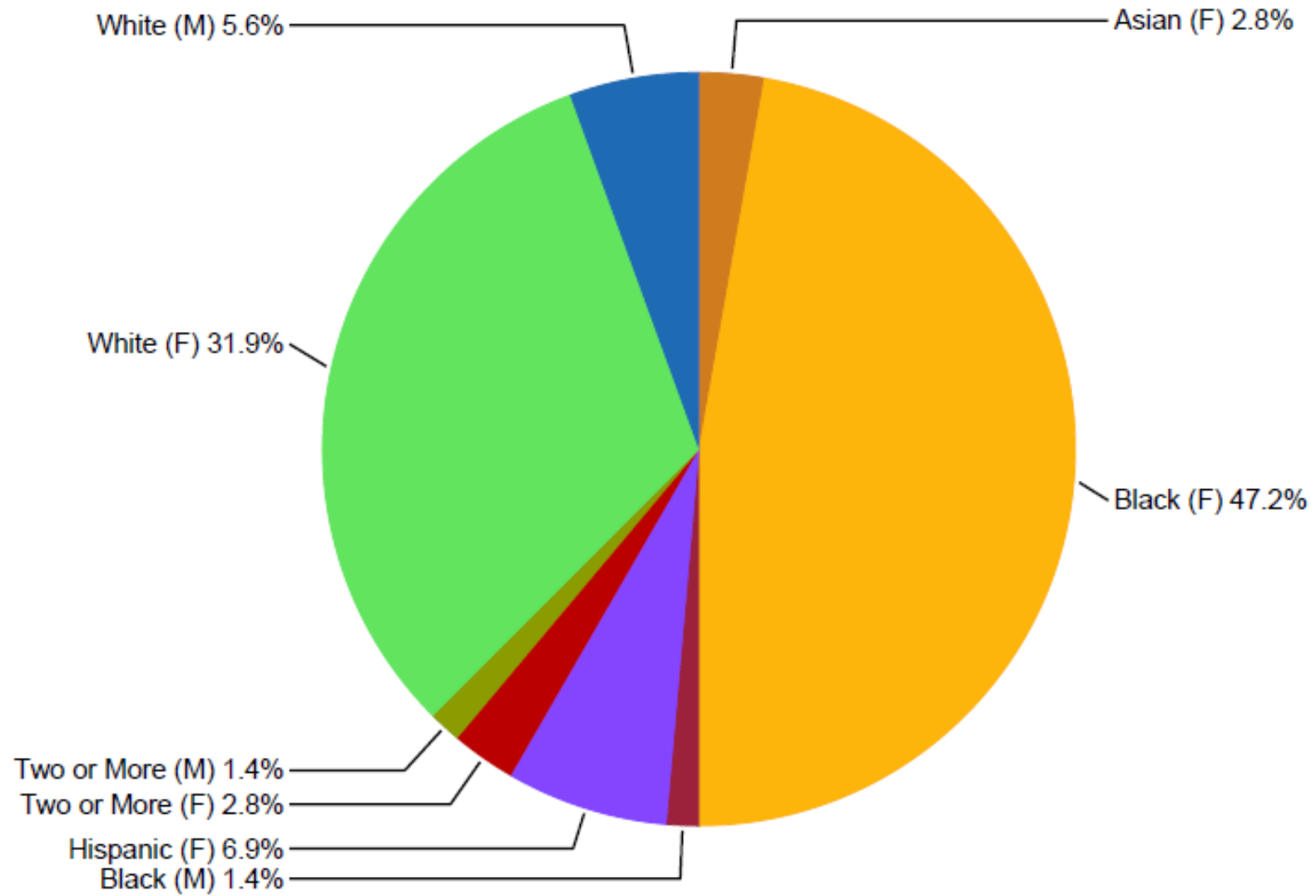
OFCCP is looking beyond the Utilization Analysis and is bringing lawsuits against many unwary contractors by using the results of various statistical tests designed to show whether the contractor discriminates in its employment practices. OFCCP looks at hiring activity in applicants, hires, promotions & terminations beyond just utilization and allows the use of Fisher's Exact test* to determine if there is a statistically significant probability for adverse impact.

Adverse Impact occurs in a personnel action when the selection rate of one class of applicants or employees falls below 80% of the selection rate of a complement class, taking into consideration whether the action is positive (e.g., promotion) or **negative** (i.e., termination).

Job Group	Applicants	Promotions	Terminations
Executive/Senior Level Officials	No	No	No
First/Mid Level Managers	No	No	No
Professionals	No	No	No
Administrative Support Workers	No	No	No

This test was developed to more accurately compare the selection ratios of minorities to whites, and females to males in small sized groups. OFCCP in their Federal Contract Compliance Manual, Chapter Three, recommends that this test be used when the selection pool numbers less than thirty (30) persons and the expected number of selections of minorities or females is less than five (5). A number reported greater than .05 passes the Fisher's Exact test. A number of .05 or less is considered by the OFCCP to be a statistically significant indication that the difference in selection rates occurred by something other than chance.

Organizational Demographics - Companywide





Organizational Demographics Companywide

	Male								Female							
	Total	WHI	BLK	HIS	ASI	AMI	PH	TWO	Total	WHI	BLK	HIS	ASI	AMI	PH	TWO
Current Plan																
Plan Totals :	6	4	1	0	0	0	0	1	66	23	34	5	2	0	0	2
Plan Percentages :	8.3%	5.6%	1.4%	0%	0%	0%	0%	1.4%	91.7%	31.9%	47.2%	6.9%	2.8%	0%	0%	2.8%
Previous Plan																
Plan Totals :	4	2	1	0	0	0	0	1	53	18	26	5	2	0	0	2
Plan Percentages :	7.0	3.5	1.8	0.0	0.0	0.0	0.0	1.8	93.0	31.6	45.6	8.8	3.5	0.0	0.0	3.5

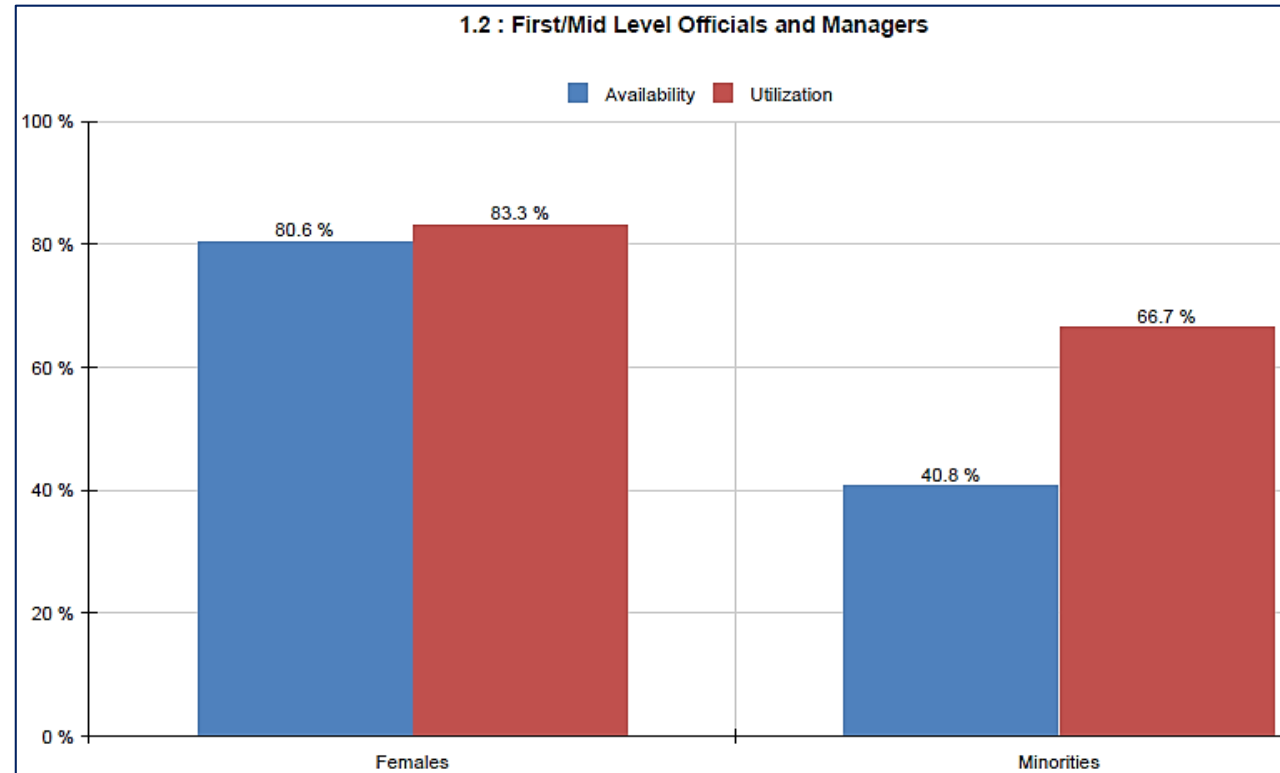
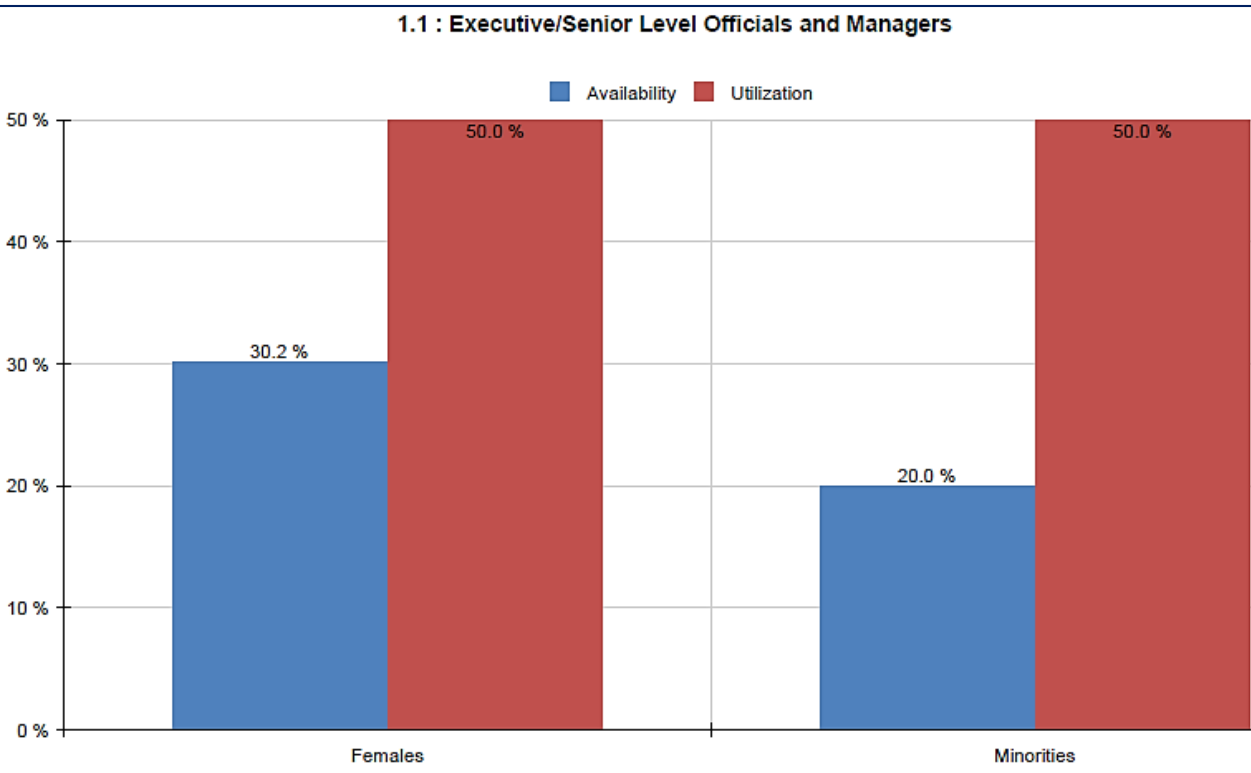


Women and Minorities

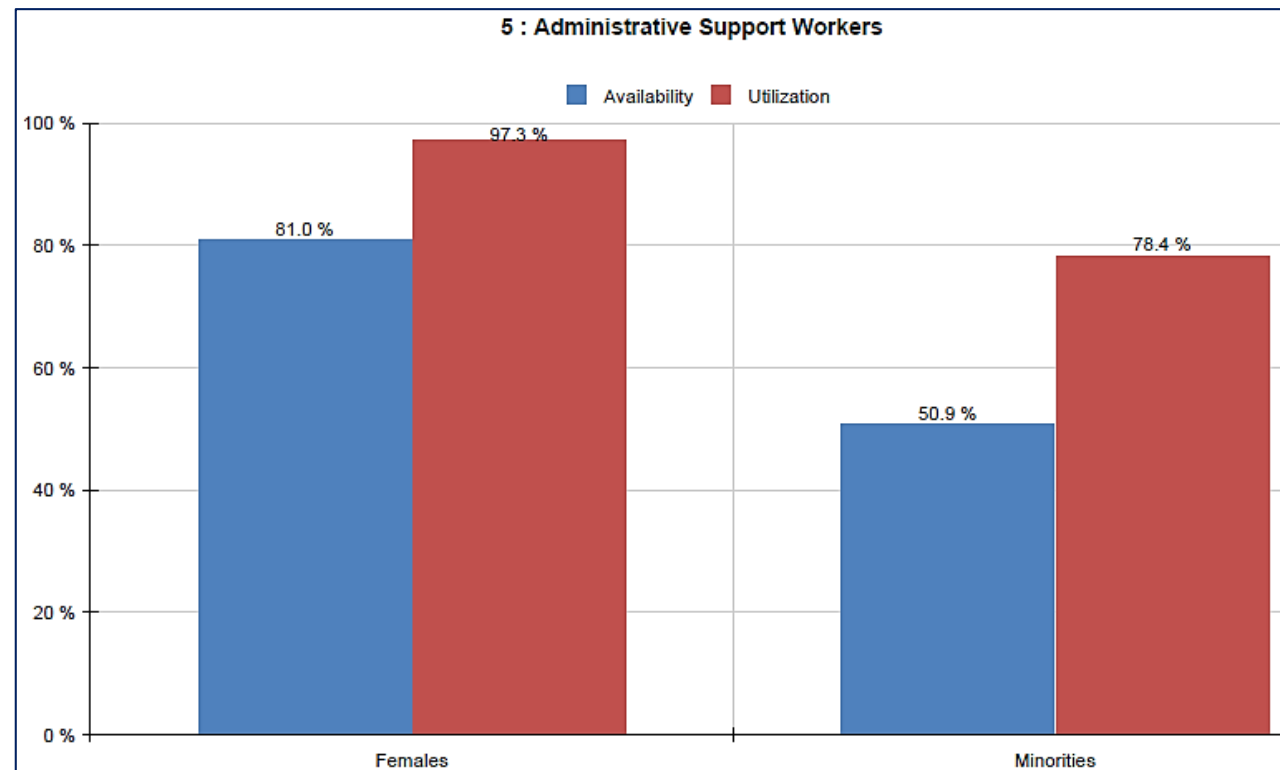
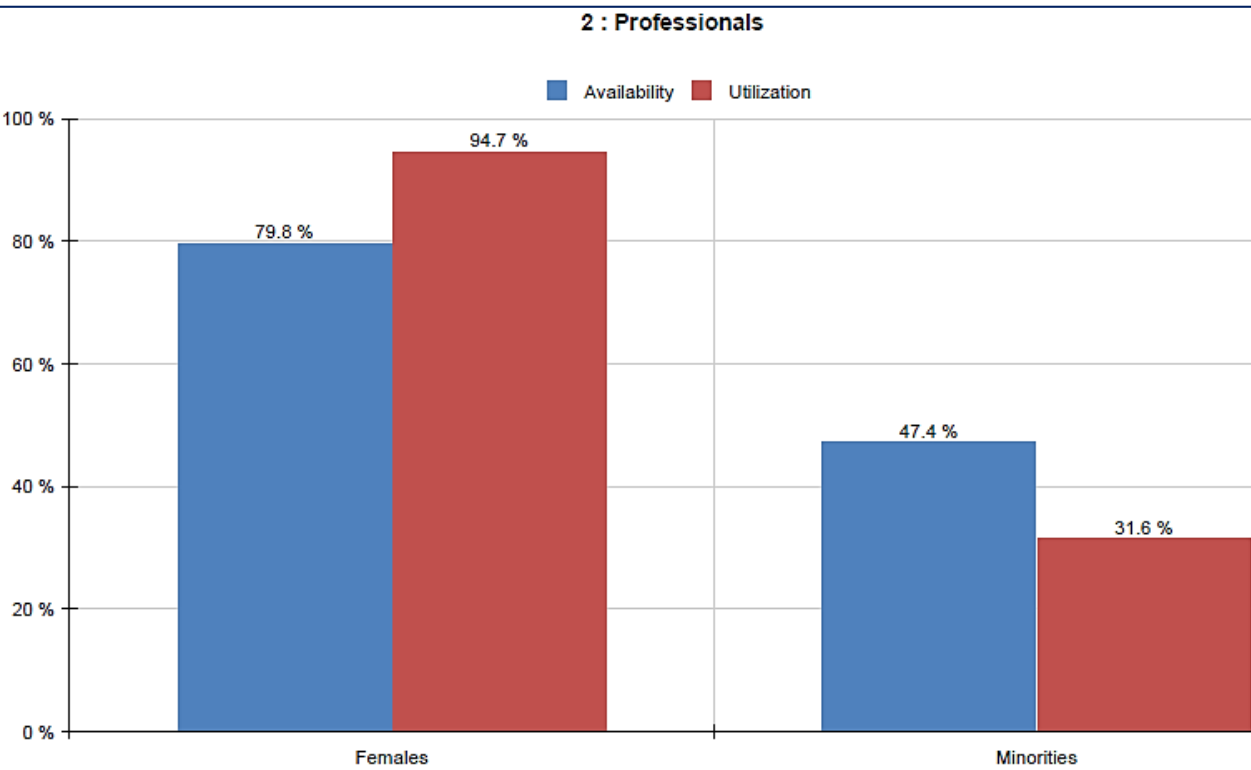
2022: 72 Employees; 66 Females (91.7%); 45 Minorities (62.5%)

2021: 57 Employees; 53 Females (93%); 37 Minorities (64.9%)

Utilization Graphs by Job Group



Utilization Graphs by Job Group





Individuals with Disabilities

	Applicants	Applicant Ratio	Hires & Promotions	Hire & Prom Ratio
Disabled	23	7.2%	2	8.7%
Total	320		23	

Utilization Summary of Individuals with Disabilities (By Job Group using the Any Difference Rule) 41 CFR Section 60-741.45

Job Group	Employees	Disabled	Utilization Goal %	Utilization %	Met Goal
1.1 : Executive/Senior Level Officials and Managers	4	0	7.0%	0.0%	No
1.2 : First/Mid Level Officials and Managers	12	0	7.0%	0.0%	No
2 : Professionals	19	4	7.0%	21.1%	Yes
5 : Administrative Support Workers	37	0	7.0%	0.0%	No
Current Plan	72	4	7.0%	5.6%	
Previous Plan	57	3	7.0%	5.3%	

Disabled Self ID Form

Why are you being asked to complete this form?

We are a federal contractor or subcontractor required by law to provide equal employment opportunity to qualified people with disabilities. We are also required to measure our progress toward having at least 7% of our workforce be individuals with disabilities. To do this, we must ask applicants and employees if they have a disability or have ever had a disability. Because a person may become disabled at any time, we ask all of our employees to update their information at least every five years.

Identifying yourself as an individual with a disability is voluntary, and we hope that you will choose to do so. Your answer will be maintained confidentially and not be seen by selecting officials or anyone else involved in making personnel decisions. Completing the form will not negatively impact you in any way, regardless of whether you have self-identified in the past. For more information about this form or the equal employment obligations of federal contractors under Section 503 of the Rehabilitation Act, visit the U.S. Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) website at www.dol.gov/ofccp.

How do you know if you have a disability?

You are considered to have a disability if you have a physical or mental impairment or medical condition that substantially limits a major life activity, or if you have a history or record of such an impairment or medical condition. *Disabilities include, but are not limited to:*

- Autism
- Autoimmune disorder, for example, lupus, fibromyalgia, rheumatoid arthritis, or HIV/AIDS
- Blind or low vision
- Cancer
- Cardiovascular or heart disease
- Celiac disease
- Cerebral palsy
- Deaf or hard of hearing
- Depression or anxiety
- Diabetes
- Epilepsy
- Gastrointestinal disorders, for example, Crohn's Disease, or irritable bowel syndrome
- Intellectual disability
- Missing limbs or partially missing limbs
- Nervous system condition for example, migraine headaches, Parkinson's disease, or Multiple sclerosis (MS)
- Psychiatric condition, for example, bipolar disorder, schizophrenia, PTSD, or major depression



Protected Veterans

	Applicants	Applicant Ratio	Hires & Promotions	Hire & Prom Ratio
Veterans	18	5.6%	2	8.7%
Total	320		23	

Utilization Summary of Protected Veterans (By Job Group using the Any Difference Rule) 41 CFR Section 60-741.45

Job Group	Employees	Veterans	Utilization Goal %	Utilization %	Met Goal
1.1 : Executive/Senior Level Officials and Managers	4	0	5.6%	0.0%	No
1.2 : First/Mid Level Officials and Managers	12	1	5.6%	8.3%	Yes
2 : Professionals	19	2	5.6%	10.5%	Yes
5 : Administrative Support Workers	37	0	5.6%	0.0%	No
Current Plan	72	3	5.6%	4.2%	
Previous Plan	57	1	5.7%	1.8%	



Useful Tips:

- Attend recruitment events and reach out to local organization/schools geared towards protected groups to include in your AAP.
- Make sure all EEO Posters and Language is being displayed for employees and applicants, including remote workers.
- Continue on-the-job training opportunities for protected veterans, individuals with disabilities, women, and minorities to increase promotion activity.



We appreciate your business and enjoy working with you. Please reach out to us with any upcoming HR needs/projects.

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