

**NOTICE OF BOARD OF DIRECTORS MEETING - June 11, 2025**  
**Revised June 11, 2025**

**Concurrent Meeting of Boone County Family Resources and Life and Work Connections, Inc.**

**The meeting will convene at 5:30 p.m. via Zoom only.**

**Call to order 5:30 PM**

**Announcements and Public Comment**

-  Approval of Agenda – June 11, 2025 (Item I)
-  Approval of Minutes – May 14, 2025 (Item II)
-  Approval of Financial Statement – April 2025 (Item III)

**BOONE COUNTY FAMILY RESOURCES**

**OLD BUSINESS**

-  Update on Employee Wellness Initiative – Jessica Porter, Coordinator of Training & Quality Assurance

**NEW BUSINESS**

-  Annual HIPAA training – Christina Devine, Compliance Director
-  Five Year Review of Board Policy D.210 Disciplinary Action (Item IV)
-  Executive Director’s Report – Laura Cravens
-  Future Board Meeting Agenda Items

**LIFE AND WORK CONNECTIONS, INC**

No Agenda Items

To receive a link to the virtual meeting, please contact us at 573-874-1995. To request a disability related accommodation for the meeting, please contact us 24 hours in advance at 573-874-1995.

 denotes action items

 denotes informational items

**The Board is requested to review and approve Policy D.210 Disciplinary Action.**

**SUMMARY OF RELATED INFORMATION**

At the April 2006 meeting, the Board established a policy review schedule that provides for review of all policies within a five-year period. The Board Policy D.210 Disciplinary Action was reviewed last in 2020. Staff have reviewed the policy and recommend changes.

A copy of this policy is attached with recommended revisions in bold and strike-through.

## D.210 DISCIPLINARY ACTION

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The purpose of this policy is to state Boone County Family Resources' position on administering equitable and consistent discipline for unsatisfactory performance and conduct in the workplace. ~~BCFR's best interest lies in ensuring fair treatment of all employees and in making certain that disciplinary actions are prompt, uniform, and impartial.~~ **Disciplinary actions shall be implemented promptly and uniformly to ensure impartial treatment of all employees.** The major purpose of any disciplinary action is to correct the problem, prevent recurrence, and prepare the employee for satisfactory service in the future.

**When an employee is referred for disciplinary action that impacts the safety and welfare of Agency programs and/or individuals served,** ~~When disciplinary actions become necessary in the interests of the program,~~ the Executive Director may reprimand, suspend, or dismiss an employee. The Executive Director or designee shall document and explain the action to the employee. The Executive Director shall report all discharges ~~and suspensions~~ to the Board of Directors.

Reasons for disciplinary action shall include, but not be limited to: incompetence; abuse or neglect of individuals served; misappropriation, destruction or loss of property; insubordination; moral or criminal offense; willful misconduct; unprofessional behavior; failure to return from leave; excessive tardiness or absenteeism; excessive or unnecessary use of sick leave; repeated suspensions; unsatisfactory performance of assigned duties; failure to advise the Executive Director of information necessary for effective administration; and violating established policies and procedures or other such causes requiring disciplinary action in the interest of the program. Disciplinary actions may include verbal/informal counseling, written/formal counseling, Performance Improvement Plan (PIP), suspension or termination of employment. BCFR's progressive discipline policy cannot address every reason an employee is no longer suitable for a particular job. Progressive discipline is not warranted in every situation before employment is terminated.



Policy revised June ~~2020~~ **2025**