



Town Hall Meeting

October 2022

Context

Town hall meetings, also known as “all-hands” meetings, are gatherings where the team can hear news, discuss challenges, stay informed, and offer ideas. They're a time to discuss important topics and engage and build relationships with people you may not work closely with.



Topics

- Contract Updates
- Feedback for End of Year Bonus Opportunities
- Separation of Employment Policy
- Chief Culture Officer
- Open Dialogue

Contract Updates

AFRL

- 5-year contract won!
- Interim contract established.
- Fairhaven funding in place in case invoicing is slowed.



Anatta

- Time to say “Goodbye”.
- Lack of a need to care.



ECU Health

- Meeting Monday with a new area: Clinical Trials, Pediatric Research.
- All IS and Jason work continues.



Feedback for End of Year Bonus Opportunities

- November thru January Timeframe
- Informal Dialogue with Gene
- Factors Considered
 1. Individual Achievements
 2. Supporting a Team
 3. Contributing to Fairhaven



Separation of Employment Policy

Ensure that the process for employee terminations, including voluntary and involuntary terminations is professionally executed with minimal disruption to the workplace.

- Steps
- Final Pay
- Return of Laptop
- Exit Interview
- Confidentiality
- Eligibility for Rehire



Chief Culture Officer

- Context
- Position Description
 1. Ensure that all employees are aligned on the company's mission, vision, values, and expectations.
 2. Develop strategies to ensure that HR initiatives and programs—including recruitment, onboarding, team building, and recognition—reinforce the company's culture and values.
 3. Able to commit the company in terms of offers of employment.
 4. Work with other leaders to develop and implement policies and programs that promote a positive and productive work environment.
 5. Work with employees at all levels to ensure comprehension of and buy into the organization's culture.
 6. Lead training sessions, facilitate discussions, and conduct surveys as needed.
 7. Develop and implement programs to improve employee satisfaction and retention.
 8. Strategize activities and programs to promote team engagement.
 9. Work with employees who are placed on Performance Improvement Plans and provide guidance throughout the process.
 10. Is the bridge between employees and leadership across commercial and government contracts to promote inclusivity and alignment.
 11. Seeks opportunities as billable resource in order to understand our work firsthand.



open
dialogue

