

Personnel/Program Committee
Meeting Minutes
10/12/20122

Personnel/Program Committee Meeting at St. Andrews Presbyterian Church in person and via Zoom
Wednesday, October 12, 2022

Meeting called to order by Committee Chairperson, Paul Turner at 2:05pm

Present: Deb Rogers, Board Member
Paul Turner, Board Member
Pam Howe-Perry, Board Member
Chuck Prager, Human Resource Contributor and joined the meeting via Zoom
Dawn Bousamra, Assistant Director
Doug Durand, Executive Director
Rosemary Russell, Board Member and joined the meeting via Zoom

Approval of the October 12, 2022 Agenda:

Motion by Nancy Mullen Call to accept the agenda as presented. Seconded by Deb Rogers. All ayes.
Motion passed.

Approval of September 7, 2022 Meeting Minutes:

Motion by Deb Rogers to accept the meeting minutes as submitted. Seconded by Paul Turner. All ayes.
Motion Passed.

Review BR Programs category list:

The consensus of the committee is that they like what was presented but would like to add some statistics and costs/expenses of the programs as described. Doug will include the requested information and present at the next meeting. Dawn will add to the portal.

Previous Senior Needs Assessment Review:

Good discussion occurred regarding the TGP Senior Center Survey. Questions--what is the definition of a younger senior versus older senior? The preference of activities and needs of each group range. Evening programing was discussed with an emphasis on what senior demographic would participate in these events. Survey results show almost an even split between interest, no interest and maybe interest. Music programs were the center of discussion and what genre would be preferred. Dawn and Doug reviewed current styles of music being played at TGP as well as what has been offered in the past with success and no success. It was also brought up that a DJ might not be the best fit and that actual bands would be better received.

The lengthy closure of TGP due to the COVID pandemic has impacted many of the planned "new" activities and times offered. Is it time again to reset those new offerings? On October 26, 2022, will be the first attempt since the re-opening of TGP, to offer an evening meal and activity. The committee would like staff/volunteers to interview those participating on what they would like to see offered for evening events. Dawn will discuss this with the TGP Advisory Council for their assistance in accomplishing this task.

Based on the survey, only 50% that come for the meal participate in the activities that are offered. TGP is still considered a “Restaurant” type of facility with good food and at next to nothing cost. How can we change that perception?

Assignment is to compare the surveys including the most recent TGP Senior Center Survey that Dawn just sent and make some notes/suggestions to bring to the next meeting.

Continued Review of Employees Handbook:

Due to limited time available, only one area was reviewed: Attendance/Punctuality

Suggestions included to define the meaning of “unexcused absence”. Allow special circumstances if a person was a no call/no show for 3 consecutive days. Doug will make these suggestions and send out for review prior to the next meeting.

Consider Change in Meeting Schedule:

Doug would like to change the meeting from Wednesdays to another day during the second week of each month. It was agreed to move to Tuesday’s but for November, it was decided to meet on Monday, 11/7 at 2pm.

Meeting adjourned at 3:35pm.

Respectfully submitted by Douglas Durand with edits from Dawn Bousamra