

Personnel/Program Committee
Meeting Minutes
11/7/20122

Personnel/Program Committee Meeting at St. Andrews Presbyterian Church in person and via Zoom on Wednesday, November 7, 2022

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

Present:

Paul Turner, Committee Chair & Board Member

Deb Rogers, Board Member

Pam Howe-Perry, Board Member

Chuck Prager, Human Resource Contributor and joined the meeting via Zoom

Doug Durand, Executive Director

Absent: Rosemary Russell & Dawn Bousamra

Approval of the November 7, 2022 Agenda:

Motion by Pam Howe-Perry to accept the agenda as presented. Seconded by Deb Rogers. All ayes. Motion passed.

Approval of October 12, 2022 Meeting Minutes:

Motion by Pam Howe-Perry to accept the meeting minutes as submitted. Seconded by Nancy Mullen Call. All ayes. Motion Passed.

Follow up Discussion regarding the Senior Needs Surveys:

Discussion on developing a procedure for new programs/activities with emphasis on community needs, outcomes, collaborations, and location(s). Additional discussion will continue as this committee begins work on the Strategic Plan in the following areas:

1. Broaden and deepen the services we provide, aligned with our mission.
2. Explore options to expand access, by offering programming and services that are not based in our facilities, utilizing our expertise and experience in partnership with other organizations.
3. Explore and develop partnerships with secondary & post-secondary schools for student involvement with seniors to promote inter-generational relationships.
4. Develop and implement a plan for ongoing staffing expansion and improvement, including budget ramifications, skills needed, and priorities.

Continued Review of the Employee Handbook:

The final review of work done on Attendance/Punctuality was completed with one additional change. The committee then reviewed and discussed sections pertaining to the proposed updated Harassment Section with a new emphasis placed on definitions of Harassment, Retaliation, Reporting Procedures & Investigation and Management Responsibility.

The committee then moved on to Conflict of Interest. Good discussion on employee gift acceptance from clients, employees having additional employment and attending events and representing BSR at these events. Several edits and revisions were discussed and noted. At this point, the allotted time for

the meeting was up and the committee elected to table the Paid Time Off (PTO) Policy and the new Public Health/Communicable Disease Policy for the December Meeting.

The next scheduled meeting will be held at St. Andrews Presbyterian Church on Tuesday, December 13, 2022, at 2:00pm. For those who can meet in person, a zoom link will be sent.

The meeting was adjourned at 3:30pm.

Respectfully submitted by,

Douglas Durand