

Personnel/Program Committee
Meeting Minutes
December 13, 2022

Personnel/Program Committee Meeting at St. Andrews Presbyterian Church in person and via Zoom on Tuesday, December 13, 2022

Meeting was called to order by Board President, Nancy Mullen Call at 2:10pm.

Present:

Nancy Mullen Call, Board Member

Deb Rogers, Board Member

Pam Howe-Perry, Board Member

Dawn Bousamra – Assistant Director

Doug Durand – Executive Director joined the meeting via Zoom

Absent & Excused: Paul Turner, Rosemary Russell & Chuck Prager

Approval of the December 13, 2022 Agenda:

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

Motion passed.

Approval of November 7, 2022 Meeting Minutes:

Motion by Deb Rogers to accept the meeting minutes as submitted. Seconded by Pam Howe-Perry. All ayes. Motion Passed.

Continued Review of the Employee Handbook:

The Paid Time Off (PTO) Section was reviewed with no changes to the available PTO hours for full and part time employees. Doug discussed concerns regarding more than one person from a department taking PTO. The committee recommended that a department yearly calendar be used that showed each department employee requested vacations. It was also recommended that that on January 1st of each calendar year, employees can put in their requests early during the first two weeks of January and that those employees with highest seniority would get preference if two employees chose the same dates or overlapped dates. Then after the two weeks, it would be whoever puts in their requests and if staffing levels could be met, then that employee gets to lock in those dates. BSR knows that there could be extenuating circumstances that may have more than one department employee off at the same time and this situation will be dealt with by the department supervisor. The administration of BSR must emphasize that client needs and the operations of BSR are a priority and will try and accommodate PTO requests. Other change was a deletion of a paragraph that no longer was relevant to the PTO policy.

The committee reviewed two potentially new policies that are related to a declared Public Health Emergency. It was determined that BSR would follow either a declared public health emergency by the State of Michigan or our local public health department to then enact this policy. It was decided that that BSR would limit up to 40 paid hours of Public Health Emergency-Related paid leave per one yearly event. If more time is needed, then the employee(s) must use their PTO hours and if those hours are used up, then the employee may have other options to consider such as if eligible for short-term

disability if qualifications are met or the purchase at their own expense of a short-term disability policy.
Or unpaid time off.

The next scheduled meeting will be held at St. Andrews Presbyterian Church & Zoom on Tuesday, January 10, 2023, at 2:00pm. For those who can meet in person, a zoom link will be sent.
The meeting was adjourned at 3:15pm.

Respectfully submitted by,

Douglas Durand

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