

QUARTERLY PERSONNEL AND PROGRAM COMMITTEE UPDATE

PERIOD ENDING: 1/15/2023

BENZIE SENIOR RESOURCES STRATEGIC PLAN - AREAS OF STRATEGIC FOCUS

A: Strategic Focus: Broaden and deepen the services we provide, aligned with our mission

B: Strategic Focus: Enhance our communications, marketing, & engagement capabilities

C: Strategic Focus: Strengthen and deepen our physical, financial, & operational capacity

ACCOMPLISHMENTS SINCE 9/30/2022

- **Section by section review of the Employee Handbook is a work in progress**
 - **Core values**
 - **Probationary period → Training and observation**
 - **Attendance/punctuality**
 - **Workplace violence prevention**
 - **Harassment**
 - **Conflict of interest**
 - **Inclement weather**
 - **Paid time off**
 - **Public health emergency**
 - **Drug and alcohol-free workplace**
- **Senior Needs Assessment Survey review**
 - **Discussion mainly around periodic evening entertainment programs and music**
 - **Based on client feedback we'll now be offering twice monthly evening events at TGP**
- **Development of one-page BSR services matrix**
 - **Viewer may more easily grasp the breadth and depth of services BSR offers**
 - **Will flesh out with resource and budget use to understand impact vs. cost**

COMMITTEE GOALS FOR THE YEAR ENDING 9/30/2023

- **Develop and present to the board a one-page overview of BSR services by type and location (get committee up to speed on what currently exists, any issues with those services, consider potential new or add-on services)**
 - **Flesh out the one-pager with hyperlinks to deeper information about each service (numbers served, staffing, estimated costs, issues, etc.)**
- **Review TGP and county-level senior surveys and needs assessments**
- **Develop and finalize a comprehensive update to the BSR employee handbook**
- **As possible consider developing and implementing 1-2 new offerings (see Strategic Plan item A.1)**
- **Consider Strategic Plan items A.2, A.3 and C.4 over the next several months and report to the board on the committee's assessment in the Spring 2023 quarterly strategic plan update**