

QUARTERLY PERSONNEL AND PROGRAM COMMITTEE UPDATE

PERIOD ENDING: 4/19/2023

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 1/15/2023

- **Section by section review of the Employee Handbook is a work in progress**
 - **At-will employment**
 - **Employment categories**
 - **Hours of work**
 - **Equal employment opportunity and nondiscrimination**
 - **Commitment to diversity**
 - **Americans with Disabilities Act**
- **Social security number privacy policy**
- **Fraud, waste and abuse prevention and detection**
- **Whistleblower policy**
- **False Claims Act and Michigan Medicaid False Claims Act**
- **Health Insurance Portability and Accountability Act (HIPAA)**
- **Confidential business and client/customer information**
- **Nepotism**
- **Promotion/demotion/job change**
- **Personnel files**

- **Employee performance review and planning sessions**
- **Outside employment**
- **Resignation and termination**
- **BSR property**
- **Safety**
- **Building security**
- **Visitors in the workplace**
- **Employee parking**
- **Use of vehicles**
- **Expense reimbursement**
- **Social media policy**
- **Suspected abuse or neglect of a client**
- **Open door policy**
- **Staff meetings**
- **Longevity payments**
- **Jury duty**
- **Military leave**
- **Bereavement leave**
- **Unpaid leave of absence**
- **Licensure/certification**
- **Dress standards**

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)**
 - **Satellite lunches – Trinity Lutheran Church (Frankfort)**
 - **Military veteran group activities**
- **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 Summer 2023 quarterly strategic plan update**