

Personnel/Program Committee  
Meeting Minutes  
January 13, 2023

Personnel/Program Committee Meeting at St. Andrews Presbyterian Church in person and via Zoom on Tuesday, January 13, 2023.

Meeting was called to order by Personnel/Program Committee Chair, Paul Turner at 2:12 pm.

Present:

Paul Turner, Committee Chair

Deb Rogers, Board Member

Pam Howe-Perry, Board Member via phone call

Dawn Bousamra – Assistant Director

Doug Durand – Executive Director

Absent & Excused: Nancy Mullen Call, Rosemary Russell & Chuck Prager

**Approval of the January 13, 2023 Agenda:**

Motion by Deb Rogers to accept the agenda as presented. Seconded by Paul Turner. All ayes. Motion passed.

**Approval of December 13, 2022 Meeting Minutes:**

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

**Continued Review of the Employee Handbook:**

The Substance Abuse and Tobacco Products were reviewed for any changes/edits.

The Substance Abuse title will be changed to Drug and Alcohol Policy. Several other Drug and Alcohol Policies were compared to BSR current policy. The following topics were brought up for discussion:

What is BSR's liability if management felt that an employee was under the influence and was sent home. What if something happened to the employee on the way home? What if the employee was injured or caused an injury to someone else? What, if any, repercussions would BSR be liable for? Something for BSR to reach out to our attorney for a legal opinion.

An additional sentence should be placed to allow alcohol on the premises for a sanctioned permitted event. We need to be consistent with the wording, "over-the-counter drugs" throughout the policy. Include the word marijuana throughout the policy now that recreational marijuana is legal in the State of Michigan and the impact on the workplace policy. We need to take into consideration some leeway in reprimanding employees if it is their first time under the influence of alcohol or drug use at work. BSR needs to be proactive in encouraging the

employee to seek professional support/ treatment. Doug will compare other samples and seek out BSR's attorney for guidance.

The Tobacco Products title will be changed to Smoking Policy, but otherwise the committee feels that the current policy is adequate, and no other changes are necessary.

**Personnel/Program Quarterly Review of the Strategic Plan Goals:**

Paul handed out the draft of the quarterly report that he put together. The only addition will be the implantation of two evening meals and activities at TGP that will begin in January. Dawn and Doug reviewed the last two evening programs that were done in October and most recently on December 29<sup>th</sup>. Both had a positive impact on those attending the events and the overwhelming message from our seniors was to continue with evening meals and programming.

The next scheduled meeting will be held at St. Andrews Presbyterian Church & Zoom on Tuesday, February 14, 2023, at 2:00 p.m. For those who cannot meet in person, a zoom link will be sent.

The meeting was adjourned at 3:30 p.m.

Respectfully submitted by,

*Douglas Durand*

Douglas Durand