

Personnel/Program Committee
Meeting Minutes
February 14, 2023

Personnel/Program Committee Meeting at St. Andrews Presbyterian Church in person and via Zoom on Tuesday, February 14, 2023.

The meeting was called to order by Personnel/Program Committee Chair, Paul Turner at 2:06 pm.

Present:

Paul Turner, Committee Chair
Deb Rogers, Board Member
Pam Howe-Perry, Board Member via zoom
Nancy Mullen Call, Board Member via zoom
Chuck Prager, Human Resource Contributor via zoom
Dawn Bousamra – Assistant Director
Doug Durand – Executive Director

Absent: Rosemary Russell

Approval of the February 14, 2023 Agenda:

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

Approval of January 13, 2023 Meeting Minutes:

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

Continued Review of the Employee Handbook

Sections Reviewed:

Employment At-Will – Accepted new proposal with no changes.

FLSA/WOWA Compliance – Accepted the current version.

Employees Defined – Accepted new proposal with 2 minor edits and put “comp time” in the definition page.

Hours of Work – Accepted new proposal with 2 minor edits.

Applicability of Policies – Accepted the current version.

Equal Employment Opportunity and Nondiscrimination – Accepted new proposal with an additional sentence.

Commitment to Diversity – Is a new addition and accepted with 2 minor edits.

American with Disability Act – Accepted new proposal with 1 minor edit.

Social Security Number Privacy Policy – Accepted minor updates with 1 additional edit.

Fraud Policy – Accepted new proposal and the new title will be Fraud, Waste and Abuse Prevention and Detection. The word “Suspension” will be added to the new definition page.

Whistleblower Policy – Accepted new proposal with 1 minor edit.

False Claims Act and Michigan Medicaid False Claims Act – This is a new addition, and it was accepted with 1 edit.

Health Insurance Portability and Accountability Act (HIPAA) – This is a new addition, and it was accepted.

The committee took less than 45 minutes to review these sections and Doug will increase the number of sections to review at the March 14 meeting.

Other

Paul reported that during the Leadership Committee meeting, that one of the potential short-term goals discussed was working with the Benzie County Veterans Affairs Director more closely. Paul mentioned that at Trinity Lutheran Church, a gentleman named Bill Keith conducts a Veteran’s Meeting monthly on the 1st Monday of each month at 6:30pm. Dawn and Doug both would like to receive Bill’s contact information. Paul will forward Bill’s telephone number to Doug. The possibility would be to share this group meeting in the BSR newsletter. Maybe even also provide a meal for this group from BSR.

Paul also mentioned that in our strategic plan, the Program Committee will be looking at ways to outreach our programming to other potential satellite locations to host meals and activities. Paul stated that Pastor Rick Stieve would be open to the idea of Trinity Lutheran offering their location for future senior held events where BSR would provide the meal and an activity. Trinity could maybe provide the necessary volunteers to help. Dawn and Doug will follow up with Pastor Rick on this possible future endeavor.

Moving forward, Doug will also number the pages for easier referencing the sections and paragraphs.

The meeting was adjourned by consensus at 3:05 pm.

The next meeting is scheduled for March 14, 2023 at St. Andrew’s Presbyterian Church in person and via zoom at 2:00 p.m.

Respectfully submitted by Douglas Durand with review from Dawn Bousamra,

Douglas Durand

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