

Personnel/Program Committee
Meeting Minutes
March 14, 2023

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

The meeting was called to order by Personnel/Program Committee Chair, Paul Turner at 2:08 pm.

Present:

Paul Turner, Committee Chair
Pam Howe-Perry, Board Member via zoom
Nancy Mullen Call, Board President
Dawn Bousamra – Assistant Director via zoom
Doug Durand – Executive Director

Absent: Rosemary Russell & Chuck Prager

Approval of the March 14, 2023 Agenda:

Doug pointed out that there were 2 dates at the top of the agenda. Motion by Nancy Mullen Call to accept the agenda as amended. Seconded by Paul Turner. All ayes. Motion passed.

Approval of February 14, 2023 Meeting Minutes:

Motion by Nancy Mullen Call to accept the meeting minutes as submitted. Seconded by Paul Turner. All ayes. Motion Passed.

Continued Review of the Employee Handbook

Sections Reviewed:

Confidential Business and Client/Customer Information – Accepted new proposal with 1 minor edit.

Nepotism – Accepted new proposal with 2 minor edits.

Promotion – Accepted new definitions.

Office Hours – Accepted current version with no edits.

Lunch Periods – Accepted the current version with 1 minor grammar edit.

Break Periods – Accepted current version with no edits.

Personnel Files – Accepted revised version.

Employee Performance Review and Planning Sessions – Accepted new proposal with 2 grammar edits.

Outside Employment – Accepted new proposal with minor edits.

Resignation & Termination – Accepted new proposal with several grammar edits.

Benzie Senior Resources Property – Accepted current version with several new additions.

Safety – Accepted new proposal with one new addition.

Body Mechanics – Accepted current version.

Building Security – Accepted new proposal.

Personal Effects- Accepted current version with 1 minor change.

Visitors in the workplace – Accepted new proposal with the deletion of one line.

Employee Parking in Designated Areas – Accepted new proposal.

Use of Vehicles – Accepted new proposal with several changes.

Discussion related to Medical Healthcare Benefits during the Training & Orientation (Probation)

Doug discussed revising our current policy that states all new, full-time employees must wait 90 days before BSR will initiate the medical healthcare insurance. Doug described a recent situation with a potential FT HHA that applied. She is a single mom with children and was concerned about not having healthcare coverage for her family for 90 days. The Personnel Committee would like Doug to discuss this issue at the Board of Directors Meeting on 3/15/2023. Doug will contact our assigned Medical Healthcare Insurance Agent at Ford Insurance to discuss any obstacles with changing from a 90-day probation hold to obtaining BSR Medical Healthcare Insurance benefits from day 1 of full-time employment status.

Other

Paul announced that will probably be unavailable at the April 11, 2023 meeting.

The meeting was adjourned by consensus at 3:40 pm.

The next meeting is scheduled for April 11, 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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