

Personnel/Program Committee
Meeting Minutes
April 18, 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 2:05 pm.

Present:

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

Absent: Rosemary Russell & Chuck Prager

Approval of the April 18, 2023 Agenda:

Doug would like to add Evaluation Policy to the agenda and that will be placed as #7 under other. Motion by Pam Howe-Perry to accept the revised agenda. Seconded by Nancy Mullen Call. All Ayes. Motion carried.

Approval of March 14, 2023 Meeting Minutes:

Motion by Pam Howe-Perry to accept the 3/14/2023 meeting minutes as submitted. Seconded by Nancy Mullen Call. All Ayes. Motion carried.

Continued Review of the Employee Handbook

Sections Reviewed:

Supplies; Expenditures; Obligating Benzie Senior Resources – Accepted current version with no changes.

Expense Reimbursement – Accepted new proposal with one change.

Credit/Debit Card Use Policy – Accepted current version with two changes.

Media Relations – Accepted current version with one change.

Social Media Policy – New policy and made one additional change to the new policy.

Suspected Abuse or Neglect or a Client – Current policy with 2 new additions.

Open Door Policy – Accepted new proposal with a section to have BSR Attorney take a closer look at.

Staff Meetings – Accepted revised version with no changes.

Bulletin Boards – Accepted current version with no changes.

Suggestion Box – Accepted proposal to remove from the Employees Handbook.

Longevity Payments – Accepted new revisions.

Jury Duty – Accepted current version with no new changes.

Military Leave – Accepted new revisions.

Funeral Leave – Accepted new revisions including the new title name to “Bereavement Leave.”

Unpaid Leave of Absence – Accepted new revisions with one change.

Special Training and Professional Development; Licenses and Certification – Accepted current version with two changes.

Public Image – Accepted new proposal along with new title change to “Dress Standards.”

Discussion related to Medical Healthcare Benefits, Life Insurance and Short- and Long-Term Disability Insurance during the Training & Orientation (Probation)

Doug suggested after his discussion with the Ford Insurance Agency, that BSR adopt the following change from waiting until the 90-day probation period is fulfilled for Full-Time Employees for BSR Medical Healthcare Plan, Life Insurance and Short- and Long-Term plans to now wait the first 30 days of employment and then make the above benefits take effect on the first day of the next month. The Personnel/Program Committee agreed to take this matter to the full Board of Directors with their recommendation to approve the change.

Approval of new Client Evaluation Policy

During last week’s monitoring visit from Northern Healthcare Management Agency, it was determined during their audit that BSR did not have a Client Evaluation Policy. Doug presented a new Education Policy for review and the Personnel/Program Committee made additional changes to the new policy and then approved the new policy.

Other

We are in the early planning stages of trying to progress the satellite meal opportunity at Trinity Lutheran Church in Frankfort and the military veteran program with Bill Keith.

The meeting was adjourned by consensus at 3:12 pm.

The next meeting is scheduled for May 9, 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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