

Personnel/Program Committee
Meeting Minutes
May 9, 2023

Personnel/Program Committee Meeting at St. Andrews Presbyterian Church in person and via Zoom on Tuesday, May 9, 2023.

The meeting was called to order by Personnel/Program Committee Chair, Paul Turner at 2:01 pm.

Present:

Paul Turner, Committee Chair

Pam Howe-Perry, Board Member

Nancy Mullen Call, Board President

Doug Durand – Executive Director

Absent: Rosemary Russell, Chuck Prager & Dawn Bousamra

Approval of the May 9, 2023 Agenda:

Motion by Pam Howe-Perry to accept the agenda as submitted. Seconded by Nancy Mullen Call. All Ayes. Motion carried.

Approval of April 18, 2023 Meeting Minutes:

Motion by Nancy Mullen Call to accept the 4/18/2023 meeting minutes as submitted. Seconded by Pam Howe-Perry. All Ayes. Motion carried.

Continued Review of the Employee Handbook

Sections Reviewed:

Intent and Scope of this Handbook – Accepted new proposal with 2 edits.

Workplace Conduct Standards – Accepted current version along with several new revisions.

The committee made 5 edits.

Corrective Action – Accepted current version along with several revisions. The committee with 1 edit.

BSR Telephone and Cell Phone Use – Accepted new proposal with 1 edit.

Solicitation – Accepted current version with 1 new edit.

Political Activity – Accepted current version with 1 new edit.

Deductions and Garnishments – Accepted new proposal with new title and made 2 edits.

Internet, Email and Computer Use – Accepted new name and current version with the proposed new computer section. The committee made 1 edit.

Employment Applications and Resumes – This is a new proposal. The committee accepted with no additional changes.

Criminal History Screenings and Sanctions Checks – This is a new proposal. The committee accepted with no additional changes.

Driving Record Verification – This is a new proposal. The committee accepted with no additional changes.

Credentialing of Personnel – This is a new proposal. The committee accepted with no additional changes.

Employment Eligibility – This is a new proposal. The committee accepted with no additional changes.

Remote Work (Working from Home) – This is a new proposal. The committee accepted with no additional changes.

Exit Interview – This is a new proposal. The committee accepted with no additional changes.

Comprehension Philosophy – This is a new proposal. The committee accepted with no additional changes.

Service Awards – This is a new proposal. The committee accepted with no additional changes.

Update of Off-Site Activities/Services

Doug updated the committee on several new outreach projects:

1. New Footcare Clinic at Michigan Shores. This has been a planned event, but staffing had been unstable, until recently to offer this service. The Michigan Shores Foot Clinic will have two dates in May and then set up for every 8 weeks. A new intake form was developed, and a suggested \$15 donation will be encouraged to help recoup the costs for the RN, mileage, and supplies.
2. Frankfort Area Vet to Vet Group. Doug did contact Bill Keith regarding this group that meets the first Monday of each month at 6:30pm, located at Trinity Lutheran Church. BSR will place this meeting in the Senior Scoop Newsletter and Doug will visit the group to elicit suggestions on how BSR can better serve this support group.

Other

Doug discussed the recent announcement/pending resignation of Dawn Bousamra, Assistant Director. Dawn's last day will be May 26, 2023. Doug explained the reason for wanting to hire a Marketing, Media Communications & Fund Development Director versus an Assistant Director. The committee thought that this new direction was in BSR's best interest given the possible direction the agency is going forward with.

The meeting was adjourned by consensus at 2:55 pm.

The next meeting is scheduled for June 13, 2023 at St. Andrew's Presbyterian Church in person and via zoom at 2:00 p.m.

Respectfully submitted by Douglas Durand

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