

**MINUTES**  
**NECA Personnel Committee**  
**Thursday, October 23, 2008**  
**7:00 pm**

1. Call to Order

The meeting was called to order by Chair Diane Kazama.

2. Roll Call

Members present: Ernest Hanaumi, Diane Matsuoka, Lacey Shimabukuro, President Don Devaney, Treasurer Shizuko Hanaumi, Chair Diane Kazama.

Guests: Elma Ebisuya and Kathy Wong

Absent: Richard Lau and Elaine Lee

3. Committee Responsibilities (from "NECA Committee Review, Fiscal Year 2007-2208," distributed at August 12, 2008 Annual Meeting)

"The Personnel Committee is charged with the responsibility of ensuring that an adequate number of staff with the appropriate skill level is available to operate the Newtown Recreation Center. The committee is responsible for the formulation, review and interpretation of Personnel Policies. The committee reviews job descriptions, performance evaluation form, salary structure, and makes recommendations to the Board of Directors regarding personnel issues. This function of the committee is designed to ensure fair treatment and promote maximum productivity from the Associations' employees."

"The NECA currently employs six (6) full-time personnel and thirty-five (35) part-time seasonal employees. The following is a list of full-time positions:

- Executive Director (changed to General Manager, Richard Yamasaki)
- Office Manager/Account Clerk (changed to Bookkeeper, Debbie Jang)
- Program Coordinator (Jenna Wong)
- Maintenance Manager (Terry Fisher)
- Athletic Coordinator (Wendell Oi)
- Covenants Inspector (Melodie Beecroft)"

Changes will be made to the above to read: "The committee is responsible for the formulation, review, and interpretation of Personnel Policies. The committee reviews employee policies, benefits, and grievances and makes recommendations to the Board of Directors regarding these issues and the performance evaluation form and salary structure."

4. Personnel Policies (August 2003)

4.1 Current personnel have been given a copy of the Personnel Policies and have signed a form indicating they have received a copy. This form will be filed in each employee's personnel folder.

4.2 "Article 10. Benefits (1): NECA Staff Privileges, Social and Recreational Activities: NECA full-time and part-time employees have complimentary membership privileges. Privileges include facility rentals and access to any classes, sports leagues, programs, special events and seminars, use of the Game Room, swimming pool, Tot Lot, Athletic and Tennis Courts, Lounge, and Health Clubs. The NECA employee must be present to reserve Tennis Court time.

Employees may participate in program activities as long as their participation does not exclude regular NECA members or add directly to the cost of the activity. When participating in activities (e.g., special events) in which prizes and awards are given, employees must exercise discretion. The participant will pay for consumable supply costs.

This policy does not extend complimentary membership to a new employee's family, but where permitted, an employee's family member may pay a guest fee to participate."

#### 4.3 Questions/Suggestions

- What benefits do contracted instructors have?
- Where is the job performance rating form?
- What should the medical benefit be for full-time and part-time employees?
- Drug-testing should be included in Personnel Policies.
- Sexual harassment issues must be discussed with employees.

#### 5. New Business

5.1 Volunteer Form--please complete the form for NECA committee records.

5.2 Resignation of Office Manager/Account Clerk, August 19, 2008

5.3 Resignation of Part-time office workers, September 2, 2008

5.4 Employment of General Manager Richard Yamasaki, September 8, 2008

5.5 Abolishment of Executive Director Position, September 8, 2008

5.6 Discharge of Manager, October 13, 2008

5.7 NECA currently employs six full-time personnel (same as August 12 list except change Executive Director to General Manager) and twenty-three part-time/seasonal employees—front office, maintenance, lifeguards, Keiki Club assistants and intersession aides.

8. Next meeting: Thursday, November 20, 2008. Please read Articles 1-6 and be ready to discuss updates/changes to Personnel Policies.

#### 9. Adjournment

The meeting was adjourned at 8:25 pm.