

**Report of the  
NECA Personnel Committee  
Thursday, November 20, 2008  
7:00 pm**

1. Call to Order by Chairperson Diane Kazama at 7:00 pm.
2. Roll Call  
All members present: Diane Kazama, Vice Chairperson Shizuko Hanaumi, Diane Matsuoka, Lacey Shimabukuro, new members Elaine Lee, Richard Nagata, Ellen Yogi. (I apologize for not mentioning that Richard Lau tendered his resignation by email.)
3. Unfinished Business
  - 3.1 Job Performance Rating Form—distributed; will review when Article 12 is discussed
  - 3.2 Medical benefit for full-time employees
    - HMSA says the employee must not pay more than 1.5% of his/her monthly gross pay
    - Single plan premium is \$342.42
    - Two-party plan is \$67.64
    - Family (employee + two or more dependents) is \$1006.86
    - Employers may offer to pay the single plan premium for all salaried, full-time employees. Any difference in the cost of the single premium and the two-party and family plan coverage may be at the employee's cost or at an agreed-upon amount beyond the single plan premium.
  - 3.3 Benefits of contracted instructors—need to report back to committee
4. New Business
  - 4.1 Review and update Personnel Policies, Articles 1-4
    - Article 1—Diane Matsuoka will work on Preamble if NECA does not have one or if it cannot be found.
    - Article 2—question about last sentence—is this normal or acceptable?
    - Article 3—replace “Executive Director” with “General Manager” in throughout document.
    - Article 4—Lacey will check on protected classes (from discrimination); remove “or arrest/court record;” need to find job descriptions; need to find application form; change “date of birth” to “Social Security card and photo identification; include drug test and background checks; need to check with Dept. of Health regarding annual TB test.
    - Articles 1-4 will be reprinted with changes and presented at the next meeting.
  - 4.2 Conflict of Interest Policy—will be discussed at a future meeting
  - 4.3 CPR training for full-time staff is recommended; offer classes for the community and full-time staff members. Ellen will research this and check on defib information.
  - 4.4 Blood-borne pathogens workshop/video for Keiki Club employees is recommended.
  - 4.5 Customer Service guidelines—will be emailed to members
  - 4.6 Dress code—recommend NECA provide two free golf-type polo shirts with logo to employees
5. Next meeting: Thursday, January 15, 2008
6. Adjournment at 9:15 pm

Submitted by Diane Kazama