

REPORT
NECA Personnel Committee
Thursday, January 15, 2009, 7:00 pm

1. Call to Order by Chairperson Diane Kazama at 7:00 pm.
2. Introduction of new Vice Chairperson Bob Young.
3. Roll Call
All members are present: Diane Kazama, Bob Young, Ernest Hanaumi, Elaine Lee, Diane Matsuoka, Richard Nagata, Lacey Shimabukuro, and Ellen Yogi. President Donald Devaney, Treasurer Shizuko Hanaumi, and General Manager Richard Yamasaki are also present.
4. Unfinished Business
 - 4.1 Eight Rules for Great NECA Guest Service will be given to employees.
 - 4.2 Defibrillator information shared by Ellen. She will continue her research and will share more (cost, service, training, etc) at the next meeting.
 - 4.3 Employee Recognition Program discussion favors team recognition rather than individual, or both. Particulars will be shared by Richard at the next meeting.
 - 4.4 Uniforms: NECA will provide (free) three NECA shirts for each full-time and part-time front office/maintenance employee.
 - 4.5 Follow-up on Personnel Policies, Articles 1-4:
 - Still working on goals and objectives in the Preamble
 - Update protected classes from discrimination
 - Add evaluation form and application form to Policies as attachments
5. New Business
 - 5.1 Dress code: long shorts or pants, footwear required
 - 5.2 Raise for part-time Keiki Club employee is denied—
 - Raises are given at the end of the fiscal year per Personnel Policies
 - 5.3 Program Director's comp time request is approved for attending two past Board meetings (Dec 2008 and Jan 2009); denied for participation in Program activities—Halloween and Holiday Trolley Ride; Personnel Policies per Wage and Hour Law do not provide comp time to full-time, salaried, administrative employees earning over \$2400 per month
 - 5.4 Recommendation will be made to the Board to inquire into outsourcing NECA administration/personnel, programs (Keiki Club)
6. Next meeting: Thursday, February 19, 2009 (3rd Thursday)
7. Adjournment at 9:30 pm.