

REPORT
NECA Personnel Committee
Thursday, March 19, 2009
7:00 pm

1. Call to Order by Chairperson Diane Kazama at 7:05 pm.
2. Roll Call
Members Present: Diane Kazama, Ernest Hanaumi, Elaine Lee, Lacey Shimabukuro, Ellen Yogi.
Guests: Treasurer Shizuko Hanaumi, Peggy Sugimoto
Absent: Vice Chairperson Bob Young, Diane Matsuoka, and Richard Nagata
3. Unfinished Business
 - 3.1 Committee will recommend to Budget and Finance Committee that NECA purchase a defibrillator from the AED Institute of America for approximately \$2000.
 - 3.2 Employee recognition program--tabled
 - 3.3 Keiki Program outsourcing
Information needed to discuss total program expenses instead of separate expenses for afterschool, one, two, three, or six-week programs
 - 3.4 Staffing concerns—committee was asked to join a group to redefine staff responsibilities/postions; no volunteers
 - 3.5 Revised Payroll Chart (March 2, 2009)—edited version provided
 - 3.6 Employee Benefits—Article 10, page 12
 - a. Medical--currently, NECA pays 100% single medical plan and 50% family plan; discussion will continue
 - b. 401k—currently, NECA contributes 4% of employee's gross per month to every full-time employee regardless of whether they contribute through payroll deduction or not; discussion will continue
 - 3.7 Review and update Personnel Policies (continuing with Article 5)--tabled
4. New Business
 - 4.1 Vacation leave, Article 10, page 11--tabled
5. Announcements
 - 5.1 NECA Mission and Vision Worksession, March 28, 9-2 pm
Six participants have registered—3 directors, 2 Personnel Committee members, 1 resident; 2 staff not yet selected
 - 5.2 Uniform update—shirts have been ordered through Kai Clothing after looking at four companies; arriving before end of month
6. Next meeting: Thursday, April 16, 2009
7. Adjournment at 9:50 pm.