

REPORT
NECA Personnel Committee
Thursday, April 16, 2009, 7:00 pm

1. Call to Order by Chairperson Diane Kazama at 7:05 pm.
2. Roll Call
Present: Diane Matsuoka, Ellen Yogi, and Diane Kazama; General Manager Richard Yamasaki.
Absent: Ernest Hanaumi, Elaine Lee, Richard Nagata, Lacey Shimabukuro, and Bob Young
3. Unfinished Business
 - 3.1 Update Personnel Membership list so all members are reminded of meetings regularly scheduled on the 3rd Thursday of each month
 - 3.2 Defibrillator recommendation sent to Budget and Finance Committee
 - 3.3 Employee recognition program--tabled
 - 3.4 Keiki Club outsourcing being researched with Kalihi YMCA and Kama'aina Kids
 - 3.5 Inquiry to outsource all operations due to budget constraints still pending
 - 3.6 Mission Workshop, March 28, 2009, successfully created a draft of the NECA Mission: "We, the Newtown Estates Community Association, are committed to the caring and enhancement of the quality of our community living."
 - 3.7 Employee Benefits, Article 10—tabled
4. New Business
 - 4.1 Second Mission Workshop for staff and committee members to review the draft vision and to insure that a consensus is reached
Participants of first session are welcome but are not required to attend on:
May 29, Friday, 3:00-5:00 pm
 - 4.2 Employee Dress Code effective April 6, 2009:
"All front office employees must wear:
 - Navy NECA collared shirt
 - Black or khaki pants (denim jeans okay if no holes)
 - Name tag
 - Closed-toe footwear"
 - 4.3 New staff hiring: one full-time Maintenance Worker and one part-time Maintenance Manager
 - 4.4 Reorganization of duties/titles to include an Office Manager, Website Assistant, Newspaper Editor (with help from volunteers), Night Supervisor
 - 4.5 Discussion of pay raise for staff member—chair requests description of new duties
 - 4.6 Monthly Schedule of Personnel Policies review—will advise
5. Next meeting: Thursday, May 21, 2009, 7:00 pm
6. Adjournment at 8:45 pm