

PRESIDENT'S REPORT

March 27, 2023

Executive Director Transition:

- List of contacts sent & posted 3/7/23
- Personnel (Oct 2022 reviews, need additional talking points and SMART goals) and other files posted to drive (several already posted elsewhere, moving those that aren't to appropriate drives)

Procedures, Policies, Bylaws review:

- Contract signing authority
- Record retention

Personnel - see separate report.

Meetings/Misc

- Reached out to Sands Township re: yearly review at their April 18 meeting: Randy Yelle, Zoning Administrator, response: "You do not need to attend the April Planning Commission Meeting, whereas there is a full agenda, also, this office has received no concerns regarding UPAWS as of this email, therefore, by making contact and asking if your need to attend, you have for filled your requirement, therefore, if at any time this year an issue comes to the attention of this office, at that time we will make contact."
- Weekly and Ad Hoc meetings with E.D. and others as scheduled & requested.
- Attended the Finance Committee meeting on 3/23.
- Updated Guidestar, 2019 last data.
- Reached out to Jenna M. Nelson, Chief Assistant Prosecuting Attorney re: neglect cases.
- Reviewed and signed checks (payables): 3/8/23, 3/16/23, 3/24/23.
- Processed mail for beginning of March, coordinators started processing 3/10/23.
- Worked with Chris (Lynn assisted too) to re-establish the filing system in the Bookkeeper/Database office. Payroll files & checks will be locked, remaining files will be accessible. Personnel files will be locked in the E.D. office filing cabinet.
- Large donation thank you's and year-end donation summary letters.
- Platinum Partner follow-up.

Respectfully submitted,

Leslie Hurst
UPAWS Board President

Personnel Committee Board Report
March 24, 2023

Amendments to February 12, 2023 Report:

Discussion on Bill's resignation as Executive Director. He has accepted a position at another non-profit. Bill gave us a month's notice that allows us to figure out a transition plan. He states he will be as helpful as he can before he leaves, **all agree to accept his offer to assist with transition planning**. He will share his insights and board feedback with the Committee and we will share with the Board as appropriate, possibly at the Feb 13 work session (change to special meeting with closed session). **Bill also stated that he would be available for part-time contract assignment(s) after his employment ends (provided list of options)**. Personnel will meet with Bill on Thursday, Feb 16th, 5:30pm via zoom. Leslie will ask that he prepare suggestions for leadership options by Wed.

NOTE: The committee has not addressed any contract work with Bill at this point.

March 8, 2023, 12pm-1:30pm via Google Meet

Present: Lynn Andronis, Hailey Kimball-Dexter, Leslie Hurst, Deb Lamere

Shelter Manager Hiring

- The 2016 & 2019 job descriptions are posted to the Job Description folder on our drive.
- Draft "Shelter Mgr poss revisions 2023" posted, please review and comment by 9pm tonight
- Compare ED to SM responsibilities and make sure all are covered either in SM job description or by other positions.
- Finalize SM job description and post to Indeed.

Interim Coverage:

- Ann is the point of contact for all community/external communication and decisions, this includes several tasks she supported or was delegated to by Bill.
- Coordinator on duty is the point of contact for all internal animal/operations communication and decision making.
- Laura is the point of contact for all animal medical and transfers.
- Chris is handling most of Corey's duties until the contractor bookkeeper is hired. This is allowing a good assessment of time requirements, suggestions to streamline and completion of procedures. Ryan is handling staff scheduling and approving hours prior to sending to payroll.
 - Sling schedule, corrections, payroll report (Ryan)
 - Payables, Receivables, Payroll, Financial Reports (Chris)
 - Deposits (Chris, Leslie)
 - Mail Processing (Coordinators daily)
- Leslie is handling personnel, check signing, payroll review, staff point of contact, year-end donation summaries.
- Bill has proposed an HR Specialist contract (\$20/hr average 8 hr/week for up to 3 months). He will supply a contract which we have not received so this is doubtful. Staff is doing a good job with onboarding and training new staff; Hailey, Ryan and Laura assisting Personnel with interviews.

Other:

- There was discussion regarding how to address any issues between staff and board, especially the E.D.. We felt we have a duty to investigate, requesting documentation and feedback from all parties to assist in resolving.

Email / Ad-Hoc Meetings:**Personnel Update:**

- Courtnie Doty, Coordinator, started on March 20th. First week is training and working as an animal caregiver, the second week as a coordinator. Welcome to UPAWS Courtnie!
- Animal Caregiver (P/T) position was posted to Indeed on 3/13/23 and paused on 3/22/23. Interviewing week of 3/27/23.
- Shelter Manager position description final updates being made, will be posting to Indeed week of 3/27/23.
- Corey and Bill's last day 3/9/23. Separation checklists completed.
- Reduced public hours for the week of 3/27/23 & 4/3/23 due to staff vacancies & training. It is spring break time so the impact should be minimal.

Personnel Policy & Position Description Review:

- Document as we review and refer to them, but will not address until after SM is hired.
- Obtained Animal Behavior Coordinator position descriptions from Lynn & Colleen and posted to drive (re: 2/9/22 Personnel Committee Meeting)
- Section 12. Smoke-Free Workplace. UPAWS Shelter is a smoke-free workplace. Smoking is strictly prohibited except in designated areas but do we need to explicitly include vaping. Bill notified staff on 3/3/23 that it is not allowed in the building or while walking dogs.
- Clarified ALL employees accrue vacation time (there is no lump sum allocation).

Respectfully submitted,

Leslie Hurst, Personnel Chair