

## Committee Progress Report For Spring & Annual meetings and Newsletter

Committee	Committee Chair(s)	Year	Jan-Apr	May-Aug	Sept-Dec
Personnel	N Fiedler	2022/23	X	X	

### Key Accomplishments for the time period

Please highlight the accomplishments of the committee during the time frame that you would like the Committee Coordinator and the BoD to review.

As chair of the committee, I participated in Executive council meetings related to staff evaluations.

Updates were made to the Employee Handbook to clarify the number of sick days that can be carried over and permission required for unpaid personal days.

### Focus for the Upcoming time period

Please describe what the committee is planning to work on during the next time period.

1. Review employee evaluation forms to align with job descriptions and community expectations.
2. Discuss community needs for maintenance of property to determine if more staff are needed.

### Issues or Challenges

Please describe any issues or challenges to report to the BoD.

Need to add another community member to the personnel committee.

Ascertain staff needs for the community that are aligned with the budget.