Committee Progress Report

Committee	Committee Chair(s)	Year	Jan-Apr	May-Aug	Sept-Dec
Executive Operations Committee	Teresa Urbinati	2024	X		

Key Accomplishments for the time period

The Executive Operations Committee has continued to refine the weekly maintenance task sheets. The weekly sheets were reviewed and discussed at the most recent (April 3, 2024) meeting. The decision was made to add deadlines and/or a time line to certain tasks and going forward the worksheets will have time lines. The structure and implementation of these work sheets has been a work in progress and continues to be refined with input from staff as well as from the Executive Operations Committee members.
The committee also discussed confidentiality and professionalism as it applies to staff and their interactions with committee chairs, committe & board members, and community members. It is recommended that it be stated if the conversation is confidential so that all are clear of that expectation. All are encouraged to use professionalism in discussing WW matters.
It is recommended that the Operations Manager conduct more frequent field check-ins and/or check-ups with staff.
A Safety Manual was developed as well as a PP presentation for use in training and reviewing safety procedures for the staff. The manual will also serve as a reference for staff.
A graphic for the structure of WPOA operations was developed and sent to the BoD for review and adoption.

Focus for the Upcoming time period

We will continue to monitor the implementation of the weekly task sheets and take input from staff.
Finalize a Safety/Health/Equipment Reporting form for staff use in the reporting of any safety or health issues and any equipment issues. Once finalized it wil be presented to the BoD for approval.
Review remaining recommendations of the Strategic Planning Committee that fit within the Executive Operations purview.

Issues or Challenges

Review remaining recommendations of the Strategic Planning Committee that fit within the Executive Operations purview. These include:

* more transparency in terms of maintenance
* staff accountability
* method for submitting maintenance tickets (similar to FSR)