Committee Progress Report

Committee	Committee Chair(s)	Year	Jan-Apr	May-Aug	Sept-Dec
Personnel	Nancy Fiedler	2024	X		

Key Accomplishments for the time period

Reviewed employee performance in coordination with the Executive operations committee.

Updated sections of the employee handbook to clarify absence policies.

Review of employee evaluation forms.

Review employee warning procedures and consequences following 4 warnings.

Focus for the Upcoming time period

Finalize employee evaluation forms.

Monitor employee performance and follow procedures outlined based on performance.

Issues or Challenges

Addressing resident concerns about employee productivity and continuing streamlining of employee daily work logs to reduce burden while maintaining records of accomplishments and workflow.