

MINUTES

Staff Advisory Council

October 22, 2024

11:00 AM –SJAB Library

Members Present: Chair, Tabatha Boyd – 4 members

Guest: N/A

Members Absent: 6 Members

Minutes from past meeting:

Motion was made to approve the August minutes as presented. Motion seconded and carried. (There was no meeting held in September)

Intro

Chair Tabatha Boyd welcomed all in attendance.

Old Business:

SAC Requests that when policy changes occur, no matter how insignificant the change - that all staff are notified with a short summary of what those changes are. It was discussed that staff should not be held accountable for policies that they are not aware had changed.

Administration has shared that going forward policy changes will be presented to all staff when there is a change.

A concern was raised by a SAC member that there is a lack of supervision from CCW's when their children and cottage residents are outside. Members expressed that several emails had been sent out regarding this, but the lack of supervision is still occurring. After some discussion with SAC members the concern was sent to Program Supervisors to address the issue with their staff.

This issue was addressed during the monthly DC meeting, however, according to SAC members the issues still persist.

New Business:

SAC member shared that they would like for all staff to participate in helping setup for events such as Homecoming. Administration currently asks for staff volunteers for these kinds of events.

SAC members felt that Homecoming went well overall. SAC does suggest "NO SMOKING" signs be placed throughout the campus during future Homecomings.

SAC was tasked with reviewing the 2024-2025 Retention Plan. Suggestions were sent to Administration.

Risk Management: (Risk Management Team Meeting was held will be held 9/18)

Old Business:

- 1. There are inconsistencies with keeping the food room locked. Some days the food room is locked at 5pm, other days it is left unlocked. This can be a safety concern as anyone could enter the building at night. – SAC suggests a schedule to make sure the room is locked at 5pm every day. – To be discussed with Risk Management on 9/18**
- 2. SAC discussed food room dock lights be kept on during the night to deter anyone from approaching the building at night. – SAC suggests lights that can be placed on a timer, so they automatically turn on in the evening. - To be discussed with Risk Management on 9/18**

With the hiring of a new Program Assistant the food room is now kept locked and there has been a schedule put into place for when the food room is open. Schedule is posted at the beginning of every week. Light is currently being kept on; however, SAC still suggests a timer.

- 3. There is a large entry point in the fencing where a tree fell on 8/8/24.**

After discussion with CFO on 8/20 after SAC meeting – contractors have already been contacted to fix the fencing.

New Business:

No new business regarding risk management was brought forward.

With no further business to discuss meeting was adjourned at 11:32 am

Next scheduled meeting: November 19, 2024 at 11:00 AM—SJAB

Respectfully submitted,

Mrs. Tabatha Boyd, Council Chair

MINUTES

Staff Advisory Council

November 19, 2024

11:00 AM –SJAB Library

Members Present: Chair, Tabatha Boyd – 2 members

Guest: N/A

Members Absent: 8 Members

Minutes from past meeting:

Motion was made to approve the October minutes as presented. Motion seconded and carried.

Intro

Chair Tabatha Boyd welcomed all in attendance.

Old Business:

A concern was raised by a SAC member that there is a lack of supervision from CCW's when their children and cottage residents are outside. Members expressed that several emails had been sent out regarding this, but the lack of supervision is still occurring. After some discussion with SAC members the concern was sent to Program Supervisors to address the issue with their staff.

This issue was addressed during the monthly DC meeting, however, according to SAC members the issues still persist. SAC asks Program Supervisors if they can address this issue one on one with their staff during supervisions in addition to being brought to the DC Program meeting again.

New Business:

Admin-CFO Response Requested: A maintenance request was submitted asking for an awning to be placed at the SGA back door that is close to the side of the building. There has been no response as of yet regarding the request. An awning is requested for the door as there is currently no overhang from the building covering the door and when there is rain, water falls in abundance from the roof onto the door and on any staff member who need to enter and exit the building through this door.

Admin-CFO Response Requested: SGA requests modernization of the SGA lobby. New lobby furniture has been acquired and placed; however, the lobby itself is in need of some restoration. Restoration requested includes new paint, new ceiling tiles (current ceiling tiles exhibit water damage from previous water leaks), and new lighting. LED lights are requested as the lighting choice as adequate

lighting is needed to show customers subtle difference in ink color, saturation, contrast, etc. of print jobs.

Admin-CFO Response Requested: SGA requests parking spaces to be placed near the building entrance for customers. One or two spaces are requested. Currently there are no parking spaces near the building entrance. Customers must park on the road or on the side of the building and walk down the sidewalk or upstairs to access SGA's front entrance. This is a challenge for many of SGA's customers, especially those who are elderly and/or need to carry the items they purchased to their vehicles.

Risk Management: (Risk Management Team Meeting will be held will be held 12/11)

Old Business:

1. **There is a large entry point in the fencing where a tree fell on 8/8/24.**

After discussion with CFO on 8/20 after SAC meeting – contractors have already been contacted to fix the fencing. – **update to be provided at the next Risk Management Meeting in December.**

New Business:

No new business regarding risk management was brought forward.

Chair Boyd shared that she plans to ask current members their interest in still serving on the council. SAC discussed potential staff to add to the council for 2025.

With no further business to discuss meeting was adjourned at 11:28 am

Next scheduled meeting: December 17, 2024 at 11:00 AM—SJAB

Respectfully submitted,

Mrs. Tabatha Boyd, Council Chair