

South Central Cancer Resource

Personnel, Program, and Policy Committee - Annual Report October 1, 2020- September 30, 2021

The committee, chaired by Carol Braun, met virtually on Zoom in January, March and May last year. The objectives of the committee are:

To review and revise as necessary the policies and procedures of SCCR at least every three years and as directed by the Board.

To review the SCCR By-laws at least every two years and make recommendations to the Board.

To foster positive relations with the community and promote SCCR.

Personnel

As per the regular practice, the personnel committee met with the staff virtually via Zoom prior to each monthly board meeting. The meetings provide staff with the opportunity to sort ideas, questions and concerns with the board outside of the formal board meetings and give board members the chance to get a feel for the daily operations of the office. With the complications of operating under Covid restrictions, and changing personnel there was much to communicate and sort in the staff meetings in 2020-21. Thanks to Gail Shimoneck for hosting the Zoom staff meetings this past year.

Hiring new personnel for both the Admin Resource Coordinator and the Program Resource Coordinator was a major and eventually successful challenge for the PPP in 2020-21. With Meg Peters, the Admin Resource Coordinator on mat leave, deciding not to return to her former position, the resignation of Meg's replacement, Coral Doherty, and the retirement of Deb Thiessen (PRC), PPP was kept very busy advertising, interviewing, hiring, and orienting new staff. During this busy and stressful time, it was somewhat fortunate that the office was closed to walk-ins, and traffic was slowed by COVID restrictions. A HUGE thanks to staff member Deb Thiessen (PRC) who was the staff anchor that supported clients during this time. Another HUGE thanks to Dianne Mestagh (board treasurer) who stepped in and assumed responsibility for many administrative tasks that kept SCCR functioning during this time.

In February, the PPP hired Leora Hamm as the new Admin Resource Coordinator. Leora stepped into the SCCR position one day a week, and immediately tackled bookkeeping and office organization with energy and insight. In April, PPP was very active in the process of hiring and supporting a new Program Resource Coordinator. After the initial candidate was unsuccessful, in late April, the PPP recommended the board hire Karla Liete. Karla started her employment immediately, and after orientation, has independently and competently managed the SCCR office, and served clients compassionately. The PPP interview and orientation processes were carried out by Pam King, Gail Shimoneck, and Elaine Maclean, who all worked very hard to find the right employees for SCCR. More BIG thank-yous to them for volunteering their time, energy, and skills for this extremely important work. PPP is confident that we have found and hired the right people to carry out both the managerial and special human needs work of SCCR.

Program

Transportation and Headcoverings and Wigs were the only 2 programs that continued to operate during COVID restrictions and SCCR office shut down. Specific details about these programs through 2020-21 are in the Program Resource Coordinator's report. In April, the PPP did meet to brainstorm on where programs might evolve post-Pandemic. New staff are currently re-structuring programs and providing safe and effective ways to provide SCCR clients with meaningful support through programs in the coming year.

Policy

A full edit and reorganization of the SCCR policy manual was underway through 2019-20, and completed in early 2021. The updated policy manual will be available on the new SCCR website.

New policies added in 2020-21 included:

Board Member Job Description
Working From Home
Covid 19 Precautions During Transportation of Clients
Covid 19 Vaccination of Volunteer Drivers

SCCR has an extensive and well-developed set of policies to guide both the staff and board in its ongoing work.

Respectfully submitted,

Carol Braun, 2020-21 Chair, Personnel, Program, and Policy Committee