



Personnel, Program, and Policy Committee Annual Report October 1, 2022- September 30, 2023

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.**

Current Members: Freda Lumgair, Angela Braun, Tara Bennett, Dianne Mestdagh (SCCR Chairperson), Pam King, Secretary

The PPP Committee has had a very busy year with changes in personnel, loss of committee members and the need for many policy revisions.

The entire manual received many updates and is now posted on our website for Board Members and staff.

Personnel

The job descriptions for the Social Media and Project Coordinator, Administrative Resource Coordinator and Program Resource Coordinator were all revised and updated. The staff continue to provide compassionate, competent, and dedicated service every day they work. Performance reviews have been done on staff as per policy.

We were sad that Karla Leite, a most exceptional Program Resource Coordinator left our employ last fall. We are so pleased to have hired Naomi Fehr to this position. Naomi has settled in and is a true asset to our organization.

Policy

As there were so many revisions to the manual, I am not going to list them all here but want you to know that this committee has been very diligent, and we are fortunate to have such a dedicated committee. We are in the process of huge revisions of the manual and policies.

The committee met several times in whole or in part to hire staff, revise policies, and create policies through the year. Unfortunately, Sharon Fehr, the PPP Chairperson resigned from the committee. She was a driving force behind our success. We have not been able to appoint a new chair for the committee to date. Gail Shimonek a most dedicated and knowledgeable committee member had served her maximum terms, and we were so fortunate to welcome Freda Lumgair to our committee.

Programs

Programs are up and running again after Covid. Thank you goes out to our dedicated Volunteer Drivers and the Community Coordinator who are the heart of the Transportation Program. Changes and updates to the Balance and Strength Program have seen an increase in participation and we are thankful to the gyms who have partnered with us in offering programs at reduced rates. Art Through your Eyes has been cancelled due to a lack of interest but certainly if people request it to be revived, we will look at it. The Beautiful You program in partnership with Sheer Bliss has seen an uptake on participation as well. Lymphedema Support Program has seen an increase in requests for assistance and Hope Haven continues to lend out wigs and head coverings. A Skin Screening Clinic was held in the fall with over 100 people being screened and we have a waiting list for the next one. This is a very popular and need program and we are so thankful to DR. Marnie Wiseman for volunteering her time so we can offer this program.

Special thanks to this committee who work so diligently to strive to meet the needs of our cancer clients and their families, the community, and our staff. We look forward to another active and productive year for this Committee.

Respectfully submitted,
Pam King