

Personnel and GSO Committee Report

April, 2021

The Personnel Committee met this past month. We discussed a number of things:

1. We currently pay approximately \$35 per month for a cell phone. The Operations Manager gets very few phone calls and does most of her exchanges via email. We would like to suggest to the board that we cancel the phone. For now we would like to state officially that we only have email and see what happens. We can revisit this process if we find there is a need to make adjustments.
2. The shopping cart on the website should be up and running shortly. This will significantly reduce the amount of time the OM has to spend on shipping orders.
3. We have inventory of CDs, mini-books, and milestone tokens that have not been selling in the past year plus. We recommend that the Public Information Committee use the mini books and CDs to offer to treatment centers and we cover the shipping. As to the milestone tokens, we can ask the GSR Committee to let the GSRs know that we have them available and ask what they would like to do with them, given that they are not selling
4. The ABA laptop is quite old and is not running the way it should. It is becoming a problem and causing a significant amount of lost time for the OM. A replacement laptop would cost approximately between \$400-600.
5. The committee is strongly encouraging the OM to work on updating the procedures manual. We feel it is the best interest of the organization to have everything written out in detail in the event that the OM is unavailable to complete the tasks. The chair will monitor this.
6. The chair continues to monitor the duties and time spent of the OM.

The committee will meet again in a couple of months to follow up on these items.