

**NWESD Support Staff Meeting
March 18, 2015
10:00am – 11:00am in Westcott Bay**

Present: Kristine, Jodi M., Rose, Nancy, Paula, Anna, Noreen, Gerry, Anita, Dorothy, Joni M., Jennifer, Jane, Mia, Angela, Kara, Tracy, Hope.

Treats:

Kristine & Hope

Door Game & Prize:

Dorothy

Timer: Kristine

LCC Update:

No meeting held

Cleaning Coffee Pots: Joni-

Several times that the pots in Reid Harbor were left with bad coffee. Please be conscious of cleaning them out when you use them.

Hotels and Credit Cards: Rose-

Preference of direct billing. It is ok to give the credit card info over the phone but not faxed for security purposes. If you want to have the establishment set up for direct billing please refer to Rose. AP stamps are now out of date. There are new stamps and labels over in fiscal. If there is a need, a stamp can be ordered for you.

Job Description Revision Overview: Joni-

20 years ago, admin asst. had very unique and specific job descriptions. A study was done and the job descriptions were altered so they could be general job descriptions and not so specific. There has not been a full evaluation and job description overview since. Today we are evaluating admin. 1,2,3.

Job Description Small Group Review:

Work in groups, if not an AA then please note on the top.

10 minutes to individually review. Now go to summary in a group. The job descriptions will be posted on the intranet.

Job Description Small Group Sharing Q&A:

Kristi- AA1 summary that is present covers, however under the 2 there are some responsibilities that are being performed by 1. Some under the 3 are also being performed by 1&2. Kara- AA2 essential functions, sorting mail is not an individual responsibility. various other clarifications. Rose- AA1, internal department should be changed to program. Lead and train?? should it be at a higher level? Performance review...should be higher level than a 2. Mia- 1&2 are almost exactly the same. AA2, adding travel and scheduling.

Other: Paula, Talking about Susan and what we can do to help. Meals. Website that we can coordinate meals and see what they like or need. Rose is leading the organization.

Department Go-Around:

No go around

Meeting adjourned at 11:15

Minutes submitted by Hope Noyes