

EXECUTIVE DIRECTOR REPORT TO CBH BOARD
NOVEMBER 11, 2019

• **HR Updates:**

- Ridge Tolbert, our part-time Communication Coordinator, has resigned.
- Sari Stricke does our social media, also part-time, from home in LA, and after consulting with Ridge and interviewing her by phone, she agreed to assume both duties on a trial basis, which will eventually result in a half-time position if all goes well.
 - She plans to move with her family to Davis as soon after January as possible.
 - She is being trained by Ridge over the next couple of weeks.
- Doug Walter, our Office Coordinator, is still out on sick leave and we need to bring in some stable help so Wendy and I can get back to our jobs.
 - Lora Barrett is already employed as a Hebrew School teacher and has done admin work for Ardyth in the recent past (Ardyth is on board with her and agrees she's a good candidate)
 - She is retaining her job as a Hebrew School teacher and will be able to work 3-4 days per week in the morning, until Doug is able to return.
 - Doug has started to train her by phone on how to fulfill the duties of the position, and we are taking this opportunity to streamline and document office procedures.

• **Security Questions:**

- As part of my Organizational Assessment of Congregation Bet Haverim, I looked at several issues concerning security:
 1. There is a potential problem with completing the Security Grant on time that will be addressed later in this meeting.
 2. Fire alarms are only on office and preschool buildings, and do not ring to anyone in CBH or to Davis FD.
 3. No fire alarms in social hall or sanctuary
 4. No direct communication between office and Sunshine Room in case of emergency (Sunshine Room is on the office phone system). Options for correcting this have started.
 5. Discussed fire alarms with Davis FD and they gave only very broad guidance, suggesting we consult a qualified commercial vendor. These conversations started this week and bids will be submitted that bring CBH up to current code, most likely by the next board meeting.