

## Sustainability Committee Agenda

October 5, 2020

4:00 pm – 6:00 pm

via Zoom

### **Sustainability Long Range Plan Goals:**

- a. Using the Customer Assistance Survey, survey participants will respond that the ESD offered at least 5 professional development opportunities and will respond agree or strongly agree that it supported professional growth to the plan year percentage.
- b. Given the Safety plan, the organization will reduce claim frequency by the plan year percentage and work to get out of/avoid the high cost risk pool.

### **Quality Service**

- c. Given the ESD Program Services and Sustainability metric, the ESD will increase it's offering of new and relevant programs and services from year to year to the plan year percentage rate.

### **Professionalism**

- d. Given the Customer Assistance Survey, participants will respond most of the time or all of the time that the ESD staff respects the culture values and limitations of others to the plan year percentage rate
- e. Given the Customer Assistance Survey, participants will respond most of the time or all of the time that the ESD is available and provides the necessary assistance when called upon to the plan year percentage rate.
- f. Given the Customer Assistance Survey, participants will respond most of the time or all of the time that the ESD staff provides necessary assistance and is professional and collaborative in their interactions to the plan year percentage rate.
- g. Given the evaluation system in the area of professionalism, all evaluated ESD members will demonstrate proficiency to the plan year percentage rate.

### **Sustainability CIP Goals:**

- A. Develop a business office communications plan by November 1, 2020 to include
  - a. Introduction of Staff, their roles and how to get a hold of them
  - b. Regular updates on pay distribution and information that effects staff pay, benefits or leaves
- B. Ensure that seamless systems are maintained in the areas of payroll, leaves through training, documentation and oversight throughout the year with a summary provided to the board by August 30, 2021
- C. SCESD will review and implement the deferred maintenance planning document for maintenance by March 30, 2021
- D. SCESD will develop a deferred technology document by June 30, 2021.
- E. SCESD will monitor and communicate budgetary issues related to COVID and the state of the economy to the administration and district budgeting teams at least 5 times by June 30, 2021.

### **Safety**

- a. Develop and implement organizational safety goals by June 30, 2021.
- b. Identify safety campaign needs by October 1, 2020 and implement based on campaign's action plan and due dates.
- c. Analyze injury data monthly, intervene and pinpoint necessary organization wide trainings based on injury data by August 30, 2021.
- d. Safety team will evaluate COVID protocols monthly, identify/address concerns and assist with the development of protocol implementation and report the summary of data by June 30, 2021.
- e. Develop and implement OSHA safety team goals based on data needs by June 30, 2021.
- f. Given that SCESD is in the high cost risk pool, the safety team will monitor the rate of 801s monthly, determine if organization wide interventions are necessary and intervene as needed by June 30, 2021.

- g. Given the variety of catastrophes that could transpire at any organization (i.e. earthquake, environmental disaster, intrusion etc.) SCESD will have detailed plans and staff training for at least three identified catastrophes by June 30, 2021.

## **AGENDA**

1. Review Business Office functions
  - Payroll
  - Staff leaves
2. Safety Plans
  - Technology Safety Campaign
  - 20/21 Safety Team goals
  - COVID report
3. Deferred Maintenance and Deferred Technology plans – create sub committee
4. Audit/Budget committee – create sub committee

**COMMITTEES GET TOGETHERS – NOV. 16, MARCH 15, MAY 24 FROM 4-6 PM IN THE SCESD CONFERENCE ROOM or VIA ZOOM DEPENDING ON COVID-19 RESTRICTIONS.**

### **20/21 committee members**

Board – Jackie Crook, Billie Reeves

Administrators – Chair Tenneal Wetherell, Jerod Nunn, Cynthia Barthuly, Kathy Metzger

Licensed staff: Joyce Merchant

Full-time staff: Open

Part-time staff: Open