

SENIOR LEADERSHIP TEAM

Date of Meeting: Tuesday, April 3, 2007

Minutes Prepared By: Kimberly Hunter, Administrative Assistant Human Services

1. Purpose of Meeting

- Welcome, Introductions, Opening Statements
- Pandemic Flu Presentation: Dr. David Hawk, Director York City Health Department
- Human Services Safety Committee
- Civil Service Issues
- Government Center Building Plans
- Faith-based Opportunities and Connections
- Needs Assessment
- Employees, Resources, Tools, etc
- Team / Committee Updates
- Other Business

2. Attendance at Meeting

<i>Name</i>	<i>Name</i>	<i>Name</i>
Dr. Jerry Anderson – CYS	Michelle Hovis - HealthChoices	Steve Warren – MH-MR/D&A/HC
Dr. Judith Bassett – HSD	Kendra Kakos – MH-MR	Jane Whitsel – HSD
Wayne Bear – YDC	Beth Kehler - AAA	
Christine Barrett - VA	Robert Medina - HSD	
Kelly Brandon - HSD	Jessica Mockabee - HSD	Dr. David Hawk, Executive Director York City Health Dept.
Ann Christian - YDC	Susan Noya – MH-MR	
Raye Deshields – MH-MR	Chuck Snyder – AAA	
Pat Egger - AAA	Lori Stephenson – MH-MR	
Karen Euculano – MH-MR	Tiffany Trout - HR	
Liz Frey – MH-MR	Steve Warren – MH-MR/D&A/HC	Kimberly Hunter - HSD
Susan Harvey – MH-MR	Jane Whitsel – HSD	

3. Meeting Notes, Decisions, Issues

- 1) Welcome, Introductions and Opening Statements – Dr. Bassett
- 2) Pandemic Flu Presentation – Dr. David Hawk, Executive Director York City Health Dept.
 - Dr. Hawk, gave a Powerpoint presentation to address the predicted pandemic, how the County of York will be affected, the role that the County will play, and what the County of York should be doing right now to prepare.
- 3) Human Resources Issues – Kristi Bixler and Tiffany Trout
 - The policy on ‘Separation from Employment’ was reviewed.
 - Please make sure that all forms are completed and submitted on time.
 - Copies of all forms are forwarded to retirement, benefits, and payroll.
 - Exit interviews need to be done and signed by employee.
 - Please make sure that the checklist is utilized.
 - The Retirement form is very important and must be completed if employee wants to be paid out for their retirement.
- 4) HSD Safety Committee - Judith
 - A ‘newly formed’ Human Services Division Safety Committee will address safety and security issues within the Human Services programs.
 - Keith Wentz will be conducting a walk-through of the building on April 5th to look at safety and security issues.
- 5) Civil Service Issues - Judith
 - On April 5th, Dr. Bassett, Dr. Anderson, Bob Nace, Bruce Funk, and Michael Flannelly will attend a meeting at CCAP to discuss moving York County out of the State Civil Service System.
- 6) Government Center Building Plans - Judith
 - The Board of Commissioners passed a resolution to have an architect design a visual presentation of the proposed ‘newly renovated’ Government Center.
 - Recently there has been some vandalism in the Government Center parking lot. The lot will be reconfigured and resurfaced this Summer. **There is a proposal to fence in the parking lot for security.*
- 7) Archives - Judith
 - CYS has been doing a lot of ‘cleaning up’ of files.
 - Each program needs to start cleaning up files and sending them to Archives in preparation for the move.
- 8) Faith-based Opportunities and Connections - Judith
 - Will discuss at next meeting.

3. Meeting Notes, Decisions, Issues

9) Needs Assessment - Judith

- Five (5) proposals have been received and will be reviewed next week. Each program will be working closely on this assessment.

Other Business

- Cliff Hafer, Fiscal Administrator for CY5 is retiring on April 30th.

4. Action Items

<i>Action</i>	<i>Assigned to</i>	<i>Due Date</i>	<i>Status</i>

5. Next Meeting

<i>Target Date:</i>	<u>Tuesday May 8, 2007</u>	<i>Time:</i>	<u>10:00 a.m.</u>	<i>Location:</i>	<u>AAA Conference Room</u>
<i>Objectives:</i>	<ul style="list-style-type: none"> • • • 				