

ED Report-November 2020

Most of October was spent managing the Gan Haverim teacher and staff deficits, GH Workman's Comp claims and working with the Executive Committee on solutions for the issues facing Gan Haverim. The remainder of the month was spent on facilities issues, getting a new internal communications plan organized since Doug has taken over since we no longer have a dedicated Communications Coordinator. I'm starting to be more familiar with the facilities, I'm starting to embrace more HR duties and I am working on putting some policies in place for staff.

1. General:

- a. Steve Cohen, Amy, Wendy, Doug and I attended a *ShulCloud* demonstration in order to consider a new software program
- b. I had a lovely 2-hour socially distanced meeting with Norma and Larry Rappaport at their home and learned a lot about the history of CBH and about their life here in Davis.
- c. I continue to attend the COVID Task Force meetings as well as Finance and Executive Committee meetings and I attended my first Israel Peace Alternatives meeting. I hope to be able to attend more Partnership Committee meetings.
- d. I continue to meet weekly with Wendy, our bookkeeper, Doug, our Office Manager and Rhoda. Although I don't supervise Ardyth I meet with her once every 6-8 weeks.
- e. I had a Zoom meeting with Ron Turner, our insurance agent, he and I discussed all CBH insurance coverage: we reviewed coverage amounts and deductibles and he provided me with the information I need to move forward in order to increase our sexual misconduct coverage. Wendy and I are going to work on that in Nov and Dec.
- f. I am meeting on Sundays with Mitch Singer and Aron Katz to work on a way forward for Gan Haverim given the COVID challenges.
- g. I met with Pam Herman, ED JCFW – we got reacquainted and she explained the focus and goals of the Community Foundation
- h. I've transitioned to working with Mitch as my board liaison and we are meeting twice a month.
- i. I registered for the online National Association for Temple Administration annual conference Dec 1-9.
- j. I have asked the Finance Committee to prepare messaging for the ETone for December to let partners know about deadlines for 2020 donations and payment of dues and/or tuition.

2. Partnership 2020-21

- a. I am assisting Marjory Kaplan who has volunteered to put together an Associate Membership category for our partnership dues choices.
- b. Doug and Wendy have reconciled QuickBooks and Rakefet to assure that all partners who were entered into one software during July- October are accounted for correctly in bookkeeping software.

3. HR:

- a. Two Gan Haverim teachers had work related injuries in October which have been reported to Workman's Comp

- b. I am completing HR files on all employees
 - c. I continue to work on a variety of HR related issues that need to be updated and streamlined.
4. Facilities:
- a. The Trenchless Co. has begun phase one of the plumbing project:
 - i. Elisabeth Dubin and Steve Cohen continue to work on the scope of the plumbing project so they can bring recommendations to the board
 - b. Rhoda has made me aware of an area of fairly invasive dry rot at the end of the admin building were the GH classroom and play yard is. Squirrels have made their way into the gap and are quite comfortable living there. I'm working on having that repaired.
 - c. HVAC improvements have been completed and a new annual contract for filter changes and maintenance has been signed
 - d. I interviewed two janitorial companies to compare their bids with what we are currently paying, they are the same so we will stay with our current vendor.
5. Security
- a. I have meet with Scott Weintraub, the head of the Security Committee, and he and I will be working on the following:
 - i. Relocating the two torahs offsite until we can find a suitable Sefer Torah Safe
 - ii. Meeting with Bay Alarm to assess the current system
 - iii. Scheduling FBI assessment of how to increase security when we re-open
 - b. Elisabeth Dubin and I have met regarding a time-line to complete improvements as outlined in the Security Grant.

Respectfully submitted,

Pia Spector