

AAAPP Strategic Plan: September 2022 ~ September 2025

QUARTERLY WORKGROUP PROGRESS REPORT: WORKFORCE

REPORT DATE: March 2024

WORKGROUP:

Board Champion: Lena Wilfalk
Members: Virginia Rowell, Strategic Plan Implementation Advocate

Staff Liaisons: Sandy Brown, HR Manager and Ann Marie Winter, ED

BOARD GOAL: Recruit & retain qualified staff & volunteers ~ Workforce Workgroup

BOARD ISSUE: How do we meet AAAPP's increased manpower needs: 1. employee retention, recruitment, training, & salary ranges; 2. possibly meeting some needs with volunteers

STRATEGY 1: Review of position classifications

How we will measure success:

- **Survey has been conducted with data available to justify positions and compensation packages.**

Target date for completion: 2023

Board Responsibilities:

1. Review HR analysis and recommendations regarding job classifications & job satisfaction
2. Actively support any reclassification recommendations with the Dept of Elder Affairs

Choose one

- x Completed: Successfully/Unsuccessfully
- In Progress
- Stalled

NARRATIVE SUMMARY OF PROGRESS OR PROBLEMS:

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The Workforce Group, along with staff of AAAPP, has made significant progress by completing many of the tasks involved in research, compensation surveys, identifying HR consulting firms and updating job descriptions.

WORKGROUP RECOMMENDATIONS:

STRATEGY 2: Increase the number of active volunteers.

How we will measure success:

- **Increase in the number of volunteers who are actively involved**

Target date for completion: 2024

Board Responsibilities:

1. Outreach to community contacts such as community groups, schools, businesses, etc. that may be able to refer volunteers
2. Be familiar with AAAPP volunteer opportunities

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NARRATIVE SUMMARY OF PROGRESS OR PROBLEMS:

This particular strategy is presently ongoing as committee and staff identify volunteer opportunities and assess budgetary means to support a Volunteer Coordinator Position.

WORKGROUP RECOMMENDATIONS:

STRATEGY 3: Review Compensation of Staff

How we will measure success:

- **Survey has been conducted with data available to justify positions and compensation packages.**

Target date for completion: July 2024

Board Responsibilities:

- 1 Complete Compensation Survey
- 2 Review Salary increases for 2025 budget

Choose one

- Completed: Successfully/Unsuccessfully
- x In Progress
- Stalled

NARRATIVE SUMMARY OF PROGRESS OR PROBLEMS:

WORKGROUP RECOMMENDATIONS: