

## **2.06 Standing Committee Calendar**

### Policy:

It is the policy of Licking/Knox Goodwill Industries, Inc. that the Board of Trustees standing committees follow a prescribed schedule of responsibilities.

### Procedure:

The annual schedule of responsibilities for each committee is as follows:

#### **Personnel & Operations Committee**

Liaison: Director of Human Resources

#### January

Risk Management Plan  
Accessibility Plan  
Fire Prevention Plan  
Disaster Recovery Plan  
Cultural Competency Plan  
Training Calendar  
Year End Review of Human Resources  
Staff Development Plan  
Health Insurance Review  
Strategic Plan Update

#### April

Grievance Compliant(s) File & Summary  
Employee Recognition/Marketing Update  
Affirmative Action Plan Review

#### July

Job Description Review and Approval  
Health & Welfare Insurance Assessment Survey  
Retail Security Report  
Risk Management Plan Review  
Employee Satisfaction Survey

#### October

Approval of all Policies and Procedures  
Annual Organizational Table Approval  
Compensation Management-Bureau of Workers Compensation  
Rider Fees

Quarterly Tasks

Legal Updates	Disability Ratio
Exit Interviews	Affirmative Action
Safety Committee Minutes	Policy & Procedure Updates
Personnel Director Directs	

**Industrial Services & Sales Committee**      Liaison: Director of Contracts

February

Draft of Annual Report for Board Input  
Year-end Review from All Divisions  
New Business Opportunities

May

Awards of Excellence Follow-up  
Career Services Funding Update  
Customer & Service Provider Survey  
Strategic Plan Annual Review

August

Mid-year Performance Review  
Contract Site Security Clearances  
Employee Appreciation Day

November

Capital Expenditures  
Marketing Plan for Upcoming Year  
Area Goals for Upcoming Year  
Awards of Excellence Event  
Community Collaborations/Contributions

Quarterly

Outcome Measurement	Leases
Customer Director Directs	Quarterly Division Review

**Finance Committee**      Liaison-Director of Finance

March

Prior Year Financial Report Review  
GII Financial Check-up  
Dun and Bradstreet Report  
Comprehensive Insurance Review

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Contracts Bonus Reports

June

Financial Audit Bids

Health Insurance

Strategic Plan Update

Review of Performance Plans for All Areas

Directors and Officers Insurance Review

Annual Financial Audit Review

September

Approval of Next Year's Retained Earnings

Budget Items Including Salary Performance Increase Percentage

Administrative Annual Performance Plan

Capital Expenditure Plan Approval for Upcoming Year

December

Budget Approval for Upcoming Year

Annual Review of Investments

Physical Inventory Report

Contract Bonus Estimate as of Last Financial Report

Approval of Capital Expenditures for Upcoming Year

Quarterly

Investments

Leases

Placement of Quarterly Investments

Foundation Investment

**Executive Committee**

Liaison-CEO/President

February

CEO/President Review

CEO/President Goals

Master Development Plan

Facilities Improvement Plan

CARF

Employee Grievance

Code of Ethics Violations

Annual Review of Articles of Incorporation

March

Director and Officers' Insurance

Liability Insurance Review

Annual Review of Bylaws

Board Performance Review

Board Self-Assessment

CEO/President Succession Plan