

Director's Report

May 2023

Personnel:

- Luis De Jesus first day was 5/9/23
- Met with Department heads to review new performance appraisal forms

Building:

- A natural gas leak was detected in the boiler room. Gas has been turned off and Hughes will be fixing this issue
- A water leak was detected in the hot water heater line. Bertussi fixed the gasket
- Putting together a RFQ for a new camera system. Will be sending out June/July
- Architect – Aufgang Architect was originally slated as a pro-bono position but has undertaken too many clients at this time. I have another local architect firm writing up an estimate of costs
- We received our annual Fire Marshall certificate
- As of today, I am waiting for additional quotes to repair the boiler room ventilation
- Turkeys – US Fish & Wildlife has a bait pile and camera on the monastery grounds with permission from them

Programs:

- I will conduct my first Mango Language class on 5/23/23. Course will be Hawaiian
- May 5th was our staff training day. We invited Jen Park from RCLS for Customer Service review. Staff enjoyed her presentation

IT/Frontline:

- Frontline completed installation of our telephone system.

Future

- Continue monthly meetings with department heads
- Work on the 5-year plan

Respectfully submitted,

Darlene Alessi
5/16/23