



Annual Schedule of Organizational Activities 2009

January

Safety Calendar for 2009 inc. Infectious Disease Calendar (*Safety Committee*)
ISP Calendar for 2009 (*Debbie, Steve*)
End-of-the-year Payroll Accounting (*Jim*)
Board Meeting: (Annual Meeting) (*Mike*)
Human Rights Committee (*Elisabeth, Tiffany*)
Set Fund-raising Events for 2009 (*Mike, Amy*)
CBDG Grant Due (*Mike, Jim, Drew*)

February

Complete Quality Assurance Review 2nd Quarter, Comprehensive (*Mike*)
Review Restrictive Procedures Policy (*Debbie*)
Develop Budget for FYE 2010 with Staff Input (*Mike, Jim*)

March

Review All Job Descriptions (*Jenny*)
Board Meeting (*Mike*)

April

Post Changes in Personnel Policies for Staff Input (*Jenny*)
Review Payroll System (*Jim*)

May

Review All OPTIONS' Administrative Policies (*Mike, Debbie, Steve*)
Review Outcome Evaluation System for FYE 2010 (*Mike, Debbie*)
Quality Assurance Review- 3rd Quarter, (*Mike*)
Human Rights Committee Meets (*Elisabeth, Tiffany*)

June

Review Strategic Plan (*Mike*)
Review all OPTIONS' Program Policies (*Debbie, Steve*)
Prepare and Review All Long Term Contracts (*Mike, Jim, Erin*)
Board Meeting (*Mike*)
Wood-Claeysens Foundation Due (*Mike*)
Avila Beach Music Festival?

July

Begin New Fiscal Year (FYE 10) (*Jim*)
Review Safety Program (*Debbie*)
Destroy Out-dated Fiscal Records in Archives (*Erin, Jim*)
Client Appreciation Day (*Debbie*)
Fiscal-Year-Ending Activities (*Mike, Jim*)

August

Complete Quality Assurance Review - End of Year Comprehensive (*Mike*)
Review Methods Persons Served Have Input into OPTIONS (*Debbie*)
Human Rights Committee Meeting (*Elisabeth, Tiffany*)
Prepare Fiscal Records for Independent Audit FYE 09 (*Jim*)

September

Board Meeting (*Mike*)
Review Information Management System (*Erin*)

October

Set Organizational Goals for FYE 2010 (*Mike*)
Complete Annual Independent Audit (*Jim*)

November

Quality Assurance Review - 1st Quarter (*Mike*)
Human Rights Committee Meets (*Elisabeth, Tiffany*)
Board Meeting (*Mike*)

December

Christmas Party (*Everyone*)

Monthly Meetings and Activities

Safety Committee
Financial Reports
Program Managers
Management Reports
 Safety Committee
 Program Reports
 Safety Drills
 Safety Inspections
 Performance Appraisals
 ISP's Current
 P & I Acct Reconciliation
 Training Completed
 In-Services
 SIR's
 Spot Checks
Training Schedule
ISP Schedule
Referral Committee (As Needed)

Committees

Board Committees: (*Ray Gallo, President*)
 Executive Committee (*Mike Chair*)
Steering (*Mike Chair*)
Program Managers (*Debbie Chair*)
Referral (*Debbie Chair*)
Safety (*Justin Chair*)
Quality Assurance (*Mike Chair*)
Human Rights (*Elisabeth, Tiffany Chair*)