

Personnel Committee Minutes

October 2, 2018

7:00 pm

Committee Members (bold in attendance): **Rev. Dr. Charlie Lee, Chair - Kim Dawson**, Josh Nelson, **Jennifer Dowler, Brad Smith**, Ben Stahr, **Donna Bailey, Libbi Gundaker**, and Hannah Vaughan-Shoffner

Opening prayer – Kim Dawson

Reviewed Open Action Items:

- Kim – work with B&G to clarify back up plan for Custodial role

September Agenda items for discussion:

- 2018 annual performance review process and timeline
- 2019 budget items – identify what we need to include in 2019 budget request
- Resident position description

New Action Items:

- Kim – compare staff salary information to Wage Works

Notes:

Lillian Steele Resident Position Description – This was a 5 year proposal but when we changed from intern to resident position, it changed a few financial aspects and thus we don't have full funding for 5 years, only 4. The resident proposal is currently written and approved as a maximum of 2 years. This next cycle will potentially be the final candidate. Laura is in the discernment process to attend seminary. We will post the revised resident position in January.

2018 Staff Performance Reviews – Timeline created that requests staff input on performance in late October and November for Charlie to provide input and schedule discussions. Direction is that staff will provide input to Charlie and then we will schedule discussion with staff member, Charlie and personnel liaison. Charlie will write up final performance review after that discussion for signature. Charlie revised the form that we will use to document 2018 performance.

Staff Christmas Gift – Committee agreed to ask for approval to collect monies from congregation for staff Christmas gift. Kim to draft new letter to congregation requesting donations for staff Christmas gift to take to Session for approval in November

2019 Budget – Background for budget proposal – Board of Pensions benefits plan appears to be flat to 2018 at 37%, so no increase. COLA increase for 2019 is 2.8%. Include 2019 staff service anniversaries. Overall we are running favorable by \$6,000 as of August 2018.

Meeting closed in prayer – Brad Smith

Next meeting – November 6, 7 pm Room 319