

Personnel Committee Meeting Minutes
March 12, 2019

Committee Members (bold in attendance): Donna Bailey- Chair, **Slade Lewis – Vice Chair, Leslie Webb**, Brad Smith, **Hannah Vaughan**, Libbi Gundaker, **Ben Stahr, Joel Ritter, Rev. Charlie Lee**

Opening Prayer: Slade Lewis

Agenda Items:

Discuss Church Bus Planning:

- Current driver (Edoh) has returned to his native country for a visit and will not return until the end of June;
- Neil H. has been driving bus and will continue until 3/31;
- Currently, there are 2 bus routes in the AM and 2 after worship. Approximately 16-20 riders.

1. How do we fill the driver position (temporary/long-term)?
2. Could a replacement driver assume any other role during the “down time” (between the first two routes and departure after worship) with youth?
3. Do we need a second person (ie: paid or volunteer) to help the driver manage the kids?
4. Do we need a second person to ensure compliance with our Safe Child policy?
5. Could we recruit a college student to help with this part-time role?
6. Should we begin taking “roll” during pick-up to ensure we can track child riders?
7. Should we set an age minimum for child riders?

The committee discussed the bus route and the fact that a commercial driver's license (CDL) isn't required to drive our church bus. Charlie Lee noted that Laura Roberson has created permission slips for parents of children to sign prior to having them ride the bus.

Action Item: *The committee will ask Libby Wilson if our business auto insurance policy has any specific exclusions related to the “age of the driver” and whether or not the “two adult rule” would apply specifically to transportation of children.*

Policy and Procedures Manual:

After discussion, the committee decided on the following:

1. To use the 12/4/14 P&P document (with Cathy Ingram updates) for purposes of the review;
2. To allow Libby and Charlie to review Cathy's updated document to make sure that **major** changes have been incorporated - - or to add changes that have occurred since that time;
3. Consider obtaining review of the P&P document by an HR professional;

Action Item: *The committee will research the cost of having an HR consultant review the document to incorporate any required HR or compliance information.*

Finalize Committee Goals:

The committee discussed identifying several specific committee goals for the year. The following were candidates:

1. Updating P&P Manual
2. Improving staff culture/team-building
3. Continue to update/monitor staffing study done last year
4. Find permanent funding for Laura's position

Completed Items:

1. Committee was unclear of action item surrounding 6/23 confirmation date for Kathryn's 10-year celebration. *Do we need to take additional action? Donna, please advise?*
2. Committee was unclear of action item surrounding Y'mem's essential duties list in case of absence. *Do we need to take additional action? Donna, please advise?*

In progress items:

Committee discussed Pastor Kathryn's request for Board of Pensions' "Healthy Pastors/Healthy Communities" grant. Charlie reported that the Finance Committee would be discussing funding for this request at their meeting later this week.

Closing Prayer: Leslie Webb

Next Meeting: Tuesday, April 9, 2019