

PERSONNEL COMMITTEE MINUTES

OCTOBER 8, 2019

7PM

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

Opening Prayer: Charlie Lee

Agenda Items:

End-of-year employee review timeline was reviewed. These will be schedule for the end of November with review of goals, etc. Charlie intends to send a mid-summer reminder so employees can review/document and not have to remember everything they've accomplished all year in November.

Calendar review: We need to send letter to congregation regarding staff Christmas gift collection. Motion to approve by Libbi, 2nd by Hannah. Approved by committee. Donna to draft for committee review in time to submit to Session for approval in November.

Discussion was held on our continued lack of a steady bus driver. Consensus is that current work-arounds are sufficient for now.

Budget review was held in preparation for requests to Finance for 2020. Questions arose on several line items. Donna to secure answers from Libbi prior to November meeting. Discussion was held on how to incorporate Laura's salary into 2020 request and this will be part of our budget.

With regard to staff members who are also church members, we need clarification (for staff) on volunteer vs. billable hours for consistency.

The scheduled Dec 10th meeting will be the Healthy Pastors/Healthy Congregation seminar as required for Kathryn's program. We have sufficient response from Personnel, Session, and Finance for attendees. Regular scheduled Personnel meeting will be Monday, Dec 9th at 7pm.

Closing Prayer: Libbi Gundaker