

Personnel Team Meeting
June 10, 2018

Attending: Jenny Killian, Deb Seifert, Milt Hall and Rev. Scott DeBlock

The Personnel Team met at 12:00 noon in the parlor.

The team reviewed the work plan from June 2017 to assess tasks completed, nearly finished and yet to be done.

Most of the job descriptions were done, but some need more work. Deb, Scott and Jenny will work on those.

The team created the Mission Action Plan for the remainder of 2018. Jenny will share the MAP with Session, as requested.

1. Finish creating and updating job descriptions for all paid positions plus two volunteer positions.
2. Review, update and finalize employment policies, including grievance and sexual misconduct and abuse.

The recently completed staff and volunteer evaluations were discussed, in term of overall outcome and feedback. The evaluations were well received and feedback from the meetings was helpful. The process went well, except for a delay in holding the in-person evaluations. The next round will begin in the fall.

Referring back to the June 2017 work plan, staff development, care and wages and hiring were tabled until the next meeting.

By the end of the meeting, a list of tasks was created. At the next meeting, the team will report back on their tasks and address the tabled issues.

Next meeting: Wednesday, August 1, 2018 6:30 pm

Respectfully submitted:

Jenny Killian, Team Leader