

ANNUAL REPORT OF THE PERSONNEL COMMITTEE

MAY 2019

Committee Members: Nick Smith and Mary Finnegan Co-Chairs; Carolyn Hurdis, Susan Pavlow, Charlie Donnelly

Board Liaison: Mary Alice Kimball

The Committee continued our work of supporting staff member's needs and ensuring that policies developed for annual goal setting and evaluation were carried out in a timely manner. The Committee worked with Rev DL to clarify his important role as Director of Staff and his key supervisory role. The Committee continues to be available as an alternative support for staff concerns and needs if necessary.

Ann Seemann, Randi Marten, and Charlie Donnelly were welcomed as our newest members this year. Both Randi and Ann left the committee due to personal obligations. Charlie continues to work with us.

In September the Committee reviewed the yearly calendars in the Personnel Policy Manual (PPM) and the committee handbooks. Some of the language of calendar items was not consistent with other changes made last year to the committee handbooks. Nick Smith worked hard to correct these handbooks with input from all staff, committees, and DL. Changes were finalized and all handbooks were updated. Thank you Nick!

The Committee worked with DL and supported his request to upgrade the position of our Office Administrator, Karen St. Peter, to a position of Congregational Administrator. Karen has assumed many additional roles in her work for us including those once purchased from an outside accounting consultant. Personnel wholeheartedly agreed that her position be upgraded to truly reflect her professional responsibilities. The UUCSC Board was presented with this recommendation and agreed to this change.

Again, in collaboration with Rev DL, Director of Staff, Personnel reviewed UUA salary recommendations for 2019/20, for a mid-sized congregation and noted that both our Congregational Administrator and our Religious Ed. Director's current salaries needed adjustments. Some additional hours for summer were also requested for the Congregational Administrator. These recommendations were forwarded to the Finance Committee (FinCom). FinCom is currently reviewing 2019/20 pledge results and working on next year's budget to determine whether these recommendations can be addressed in this year's budget. Following the decisions of FinCom and the Annual Congregational Meeting, Personnel Committee members will work with DL and staff to develop contracts for staff and DL's Letter of Agreement for the 2019/20 Congregational year.

The committee met in March specifically to discuss our concerns that Carolyn, Nick, Mary, and Susan are stepping off the committee this year after many years of involvement. Nick Smith went before the UUCSC Board this April to make them aware of this shift. Mary and Nick would certainly be willing to consult with any new committee members as needed next year.

The Committee agrees with Nick's summary that, "The PC is a vital component of a well-run congregation. Along with the above functions, it was given the mission of creating policies for our staff, i.e. the Personnel Policy Manual, the Committee Handbooks, and the Staff Search Handbook. Without a full functioning PC we are concerned that the critical functions will be compromised or, cease altogether."

Respectfully submitted 5/2019 Mary Finnegan Co-Chairperson