

## Minutes of the Personnel Ministry Meeting

Tuesday, June 15, 2021 at 7 pm via Zoom

In attendance: Jaime Baughman, Jeff Roeger, Dick Symons, Barb Werstler, Rev. Amy Gopp, Sue Otterson

The meeting was called to order by Jaime Baughman at 7:02.

Jaime led us in prayer.

The minutes from the April meeting were unanimously approved as written.

### **Discussion of staff evaluations and who should participate.**

- For Pastor Kim: Pastor Amy and Becky Dunlap, Chair of Education, or Sue Hetrick if needed.
- For Leah Davis: Pastor Amy and Nancy Bubenzer or Barb Hanniford
- For Don Deibler: Leah and John Hetrick or Patrick Ray
- For Heather Cronin: Pastor Amy and Sally Saltzman or Dick Symons
- For Corey Fowler: Pastor Amy and Glenn Hanniford or Julie Wallace
- For Pastor Amy: Jackie Peck, Chair of Diaconate, PRC representative Patrick Mason or other member of the PRC, and Barb Werstler

The evaluations should be conducted in August or early September.

### **Changes To Financial Administrator Job Description**

Pastor Amy and Sally, in discussion with Heather, updated the description of the Financial Administrator's job including changes in hours, supervision and other updates that were necessary. Dick moved to accept the changes, Barb seconded, and the motion passed.

### **Old Business**

There was discussion on the current arrangement with Heather, and so far it is working with concerns, especially after office staff returns to in-person work.

There are no updates to Kim's leave. We will be having a drive-up shower the last Sunday of June.

With Rhuna leaving soon, Kim and Corey would like to wait on filling her position as there is a "possible strong internal candidate."

Safe Church discussion was tabled until our next meeting.

There was no new business.

**Our next meeting will be September 21.** The meeting was ended at 7:40.

Respectfully Submitted, Sue Otterson

