

Administration Board Meeting

Date: February 9, 2015

Members Present: Kent Gilbert, Marty Hensley, Dave Kobersmith, Lauri McVicker, Pat Smithson

(Recorder: Lauri McVicker)

Also Present:

<u>Subject</u>	<u>Discussion</u>	<u>Action Needed</u>	<u>By Whom</u>
Lenten Lunches	Lenten Lunches – our board will be partnering with Nurture and Care (Leslie Small Stokes) on March 1 to provide the Sunday luncheon.	Leslie will assign dishes and/or duties to board members	All members
Admin Bd. Chair	Who will chair this board in the coming year? Dave will ask Eric if he will continue. Krystin Porter expressed interest in serving on the board. Lauri will connect with her.	Need chair for next year	Dave & Lauri
Job Descriptions	Job Descriptions – A recommendation was made that all descriptions be in the same format with attention to what is ‘required/essential’ vs. ‘preferred,’ and adding descriptions of ADA-type requirements (such as ‘must be able to lift 20 pounds). Lauri will send out an example and template.	Need to update job descriptions for consistency, compliance, and clarity	Lauri
Staff Evaluation Process	Staff Evaluation Process – evaluation org chart was reviewed and a suggestion made to list the supervisor separately from the board(s) providing feedback. The evaluation process is in four steps: written self-evaluation; written supervisor evaluation; meeting to discuss evaluation and goals; creating and following action covenant. It was recommended that an annual timeline be established for this process, with due dates for each step, and also in line with salary setting timeline.	Update evaluation org chart	Dave
FLSA	FLSA – discussion continued. Dave will look for advice on this.	Check requirements, and make changes, if required	Dave
Living Wage	Living Wage Document – Marty shared a document showing hourly rates for Berea, KY. This will be reviewed at upcoming meeting.	For discussion next month	
Handbook	Employee Handbook/Policy Manual is needed. To be reviewed after review of Job Descriptions, Evaluations, Salary Process, and FLSA regulations.	On hold	

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Next meeting: Monday, March 9, 2015, 6:00 p.m.