

Administration Board Meeting

Date: August 8, 2016
 Members Present: Dave Kobersmith, Marty Hensley, Lauri McVicker, and Tom Warth

(Recorder: Lauri McVicker)

<u>Subject</u>	<u>Discussion</u>	<u>Action Needed</u>	<u>By Whom</u>
Reading	Inspirational story told by Dave Kobersmith.		
New Admin Board Person Needed	Lauri McVicker notified Carla Gilbert about the need for a new Admin Board member. Waiting for a volunteer to join. All will think about possible candidates.	New Admin Bd Member	Carla Gilbert & Admin Board
On-boarding new Board Members	Tom Warth reached out to assist with documenting the process of on-boarding new board members, and he will review existing documentation and make recommendations or changes.	Enhance new board member orientation documentation	Tom Warth
New Payroll System	Dave Kobersmith is making progress with new payroll system. He has shared a PowerPoint presentation on the Admin Board Google drive about the latest legal requirements related to FLSA (exempt vs. nonexempt employee information).	Review PowerPoint presentation	All on the Admin Board
Paid Time Off (PTO)	All present had a full discussion about the latest versions of the vacation, sick, and holiday policies. Changes were recommended, and Lauri M. will document these changes on the Google documents on the Admin Board Google drive. She will then share them out to the Admin Board.	Review three paid-time-off policies, make any other recommended changes. Goal: sign off by 8/31/16	Marty, Tom, Dave, Kent, and Rachel
Staff Handbook	Lauri McVicker is working on requested top two priorities for the Staff Handbook: <ol style="list-style-type: none"> 1. Time Off – working on this (sick, holiday, and vacation) 2. Benefits – next on list (get quotes for group plan) 3. Compensation 4. Work Schedules 5. Employment 	See “Benefits” and “PTO”	Lauri
	Tom Warth has suggested changes to the draft version of the Staff Handbook Table of Contents and will send these to Lauri or update on the board’s Google drive.	Send table of contents suggested changes	Tom
Benefits	Lauri M. asked Shirley for local insurance company details, and staff member information, in order to assist with getting a church group health plan (medical/dental/vision) quote. She hasn’t heard back so will remind her.	Continue work on health plan group options	Lauri

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Safety	Marty Hensley and Dave Kobersmith will begin process of printing, laminating and posting/distributing safety maps and instructions. Once a safety committee is established, they will be primary for church safety concerns going forward. Marty will represent Admin Board on that committee.	Print, laminate, post/distribute safety materials	Marty & Dave
Performance Appraisals	Dave K. recommended that Lauri M. send reminders to supervisors about a deadline for performance appraisals. While the Admin Board does not need to read them, they would like to see them completed with both supervisor and staff member signatures on them.	Send email reminder	Lauri and Supervisors
Childcare Worker Search	Tom Warth volunteered to be on search committee for childcare worker positions. He will reach out to Rachel.	Interview childcare workers and work with Rachel on job description and advertising.	Tom
Rachel's Request	Rachel asked the board three questions: 1) for an Admin Bd member to be on the childcare job interview team. Tom Warth volunteered. 2) Advice about hiring of Temporary Faith Development and Community Life and Growth Director; and 3) advice about the hiring of the Temporary Minister of Pastoral Care. The Admin Board will read through the materials provided and respond within one week.	Review Rachel's materials and reply within one week.	Admin Bd.
Custodian Hire	Dave K. mentioned that he had put the current job lists for the Custodial Support position on the Google Drive and asked for board members thoughts on whether the position was contract or employee. Not everyone had seen the documents, but it was felt that the position would work as a contract position.	Hire custodian as contractor	Dave

Next meeting: Monday, September 12, 2016, 6:00 p.m.