

## Committee Report Form - -Yellowstone Presbytery

**Committee Name: Personnel**

**Committee Report for Council Meeting, scheduled for: January 21, 2011**

**Submitted By: Bill McGladdery**

**I. For Council's Information:**

- a. The Committee's Three Stated Goals for 2011:
  - i. Priority 1: Performance Reviews
  - ii. Priority 2: Update Personnel Manual
  - iii. Priority 3:
  
- b. Date of Committee Meeting: 1/7/11 Date of Next Meeting: 1/28/11
  
- c. Members Present: Bill Brown  
Rev. Debbie Funke  
Rev. George Goodrich  
Bill McGladdery
  
- d. Main agenda Items: Update on Performance Review Process:
  - George to complete Susan's and Sheryl's by end of the month,
  - Committee will meet with George and Kathy on 1/28/11 to discuss survey results,
  - \*Discussed Synod changes which will create more work for Susan & Sheryl. Need to evaluate which job tasks can be eliminated to keep hours and wages within budget,
  - \*Approved \$846.65 in additional wages for Susan in 2010; earlier approval had been given by Bill McGladdery. Discussed controls to avoid repeat in 2011 Needs Council approval,
  - \*Recommend to Council that excess funds raised by Co-General Presbyters be available for Study leave,
  - \*FLEX benefit for Presbytery staff,
  - \*Approval to pay Susan her \$960 insurance benefit In single lump sum,
  - \*Worked on revisions to Personnel Manual; 95% Complete,
  
- e. Decisions we made: Who will follow Through:

**II. We Request Council's *Input* on the Following:**

Workload for administrative staff. Some things will not be completed due to additional tasks not being done by Synod,

**III. We request Council's *Action* on the Following:**

Approval of \$846 for 2010 over-budget payroll expense for Susan,

**IV. Council desires the Committee to consider the following:**