

6/10/2013

Personnel Committee Report to 2013 ILYM Annual Session

Members: Mike Dennis (clerk), Janice Domanik (ex-officio), Judith Erickson, A.Fernando Freire (M&A rep), Kate Gunnell (YO rep), Judy Jager (FC rep), Dawn L.Rubbert (AC rep), David Rutschman

Payroll. In response to the fall continuing committee's request for personnel committee to identify a payroll service - the committee drafted a call for cost proposals to take over our payroll services and a list of potential bidders, then circulated it for comments in 12/12. After minor revision, the call for cost proposals was sent to 9 potential bidders in 1/13, 4 bids were received in 2/13 and were reviewed. The final candidate was also interviewed by the Clerk of Finance who concurred with the recommendation. There for personnel is recommending that we contract our payroll to:

Charles (Chuc) T. Smith
1524 Eastmont Place
Saint Louis, MO 63130
314-330-4532 or chuc@chucsmith.org

There will be no charge for setup of the service. There would likewise be no yearly charge. He would only charge for the service of preparing payroll and related documents (Fed 941, MO-941, IL-941, W-2s, etc.) This would be based on his hourly rate of \$15 per hour. He expects these to be:

- Monthly Payroll (including independent contractor payments): \$30 per month
- Quarterly Tax Form filings (fed, state, local 941s, etc): \$45 per quarter
- W2s and 1099s: \$180
- Approximate Annual Total: \$720

The clerks of Administrative Coordinator Oversight Committee, Ministry and Advancement Committee, and Youth Oversight Committee, Finance Committee and the treasurer are asked to send W2 and salary documentation to Chuc in June so that he can take over payroll starting in 7/1/13. The clerks of Maintenance and Planning and others with temporary staff and contractors are asked to do the same.

Personnel Manual. Starting with the Friends General Conference's Manual Of Personnel Policies and Procedures, the committee has drafted a version for ILYM staff, providing working copies to each staff person, the respective committees responsible for their supervision, finance committee and the treasurers directly, as well as posting a copy on the ILYM website with the advanced documents for the 2013 annual session. Given that we are starting with no documentation, we have asked that this working document be provisionally accepted for two years.

Administrative Coordinator. Sharon Haworth has notified Administrative Coordinator Oversight Committee that she has found a new job which will allow her to transition out of her ILYM job. She has offered to continue until a replacement can be found but ideally the sooner the better. On behalf of all of ILYM we want to thank Sharon for her years of loving service to our community and wish her all the best on her new endeavors. Per the draft policy, Administrative Coordinator Oversight Committee has been asked to update the Administrative Coordinator job description, draft and circulate an announcement, conduct a search and present personnel committee with their recommendation. Assuming the manual is approved, if these two committees agree the replacement can be hired between continuing committee meetings to keep the organization running smoothly. If you or anyone you know might be interested, please have them contact Dawn Rubbert at 314-647-1287 or dawn@aglifpt.org.

Personnel Committee Requests.

1. The clerks of Administrative Coordinator Oversight Committee, Ministry and Advancement Committee, and Youth Oversight Committee, Finance Committee and the treasurer are asked to send W2 and salary documentation to Chuc Smith in June so that he can take over payroll starting in 7/1/13; The clerks of Maintenance and Planning and others with temporary staff and contractors are asked to do the same.
2. That annual session approve the working version of the ILYM Manual Of Personnel Policies and Procedures for an interim period of 2 years.
3. That clerk of yearly meeting a lot time at the annual session on Friday 6-21-13 to discuss and seek approval of the revised manual.
4. Administrative Coordinator, Ministry and Advancement, Youth Oversight, and Finance Committee are asked to review and let personnel & nominating committee know if there are any changes in their representative to personnel committee for the coming year.