

St. Matthew Parish  
Personnel Committee Meeting Minutes  
10/27/09

Attendance: Father Patrick O'Loughlin, Michael Hoffman, Dan Duchniak, Jerry Hammernik, Cathy Cramer and Tom Schneider (left after preliminary discussion during agenda item V).

- I. Meeting started at 6:30 p.m. with the Question of the Week, reflection and prayer.
- II. Minutes from the January 27 and May 26 meetings were reviewed and approved.
- III. Update on Personnel Changes Impact on Current Year Budget: Tom reviewed the current year's budget based on the actual employee costs and current projected expenses and income. Current projected surplus is \$33,765, with \$27,000 of this due to savings in personnel costs due to the resignation of the Pastoral Associate and the actual new teacher hiring costs. School student enrollment is less than budgeted and stewardship is currently about \$10,000 lower than budgeted.
- IV. Clarification on Part-Time/School Year Employees: The committee clarified its discussion at the last meeting regarding the intent of the definitions in the employee handbook to not provide any paid time off (other than earned sick leave) for school year employees. An attempt to further define and clarify this in the handbook and identify the benefits part-time staff are scheduled to receive will be forthcoming.
- V. Budget Process Planning: Total compensation costs estimated at approximately \$1,043,000 and are about 75% of the total parish budget. Assumptions for personnel compensation costs in 2010-11 budget are due to Finance from the committee by 11/24 (the date of the next meeting).
- VI. Discussion of Budget Assumptions: The committee reviewed current assumptions presented by Tom regarding stewardship, estimated increases in benefits and costs to maintain current staffing levels. The continued struggle to provide for fair and just wages for parish staff with reduced stewardship was discussed. It was determined that the guiding principles for the teacher schedule remain intact for 2010-11, with an attempt to provide both an increase in the schedule and allow for scheduled step movement. The committee agreed to further discuss a recommendation to finance on all personnel costs at its next meeting in November. Dan asked for clarification on this year's budget and whether the approval from the Archdiocese for its allowing a deficit budget would again be allowed considering the actual financials should show a balanced budget.
- VII. Other Items: The committee reviewed the summary of a recent exit interview and discussed a personnel issue. As part of the discussion, it was recommended that a review of the current position classifications be completed, following a job content and analysis for all parish staff. Further recommendations and discussion on this to be held at the next meeting.

VIII. Review of Upcoming Meetings: The next meeting was scheduled for Tuesday, November 24. Other meetings were tentatively scheduled for January 26<sup>th</sup> and February 23<sup>rd</sup>.

The meeting adjourned at approximately 8:50 p.m.

Respectfully Submitted,  
Cathy Cramer