

**Report from the Personnel Commission
to the Presbytery Councils
of Prospect Hill, North Central Iowa, and Des Moines
June 15, 2021**

Meeting on June 15 via ZOOM, the shared Personnel Commission of the three presbyteries took the following actions:

1. Formalized the hiring of Jeannie Stolee as the Office Manager in the shared staff team. Jeannie has been serving as the Transitional Office Administrator and will take on the new title in the continuing position starting July 1. The Personnel Commission conducted an open search process for the position.
2. Extended the contract for accounting services related to the shared budget. Karen Kaiser has been doing this work over the last six months, and has agreed to continue through the end of the year.
3. Approved Personnel Policies to guide our work with the shared staff. After final formatting is complete, we will make these available.
4. Approved Financial Policies to guide our work with the shared budget. After final formatting is complete, we will make these available.
5. Extended the contracting of communications (websites, newsletters, social media) through the end of the year. The original shared staffing plan envisioned hiring a person to work with communications and program support. The six-month transitional plan delayed filling that position and instead contracted for website, newsletters, email blasts, and social media with a tech company. The executive team reports that this is working well, and that new websites for the presbyteries should be ready to go live by the end of August. The Commission voted to continue the arrangement, with another evaluation near the end of the year.
6. Made plans to conduct six-month reviews for the shared staff at the Commission's upcoming July and August meetings.

Submitted by Ken Rummer, Moderator
Personnel Commission
of the presbyteries of Prospect Hill, North Central Iowa, and Des Moines