The Personnel Committee of the New York Conference provides support, feedback and evaluation for the Conference Minister who in turn is responsible for overseeing and evaluating the conference staff. The Personnel Committee met four times in 2019: Feb 12 (Electronically); May 8 (Amistad Center, Dewitt, NY), Oct 1 (Electronically); and Nov 12 (Amistad Center, Dewitt, NY). In May and November the committee found “face to face” time important to committee dynamics as May was a Performance Review with the Conference Minister and November was the Annual Lunch, Dialogue and Sharing time with all Staff, administrative and support. Electronic gatherings, we have found are very adequate for most regular business matters.

Tasks and topics for 2019 included the following:

- The content of the Exit Interview with Freeman Palmer was shared. The Conference Minister’s Salary Recommendation for 2020 was an extra 5 days of vacation instead of a monetary increase. The PTO Guidelines in the UCCNY Personnel Manual for Ministry Team Members were adjusted so any future requests of this type might be accommodated if approved. A 2% increase in ACM Salaries was also approved. Both of these matters were recommended to the Conference Board for consideration at the 2019 Annual Meeting.

- A Wide-lens Performance Review of the Conference Minister, David Gaewski, was conducted. We used Survey Monkey. Ecumenical results were quite positive and demonstrate strong partnerships outside of the UCC. Staff and general feedback was also generally positive. Survey questions took into consideration the Virtual Office proposal and pointed up the importance of intentional “team building” and “face to face” interactions as we live into this new concept. David’s general performance was affirmed and any areas for improvement accepted for future reflection and integration by David where possible.

- Personnel recommended and the UCCNY Conference Board concurred that the Guidelines from the National UCC regarding Fitness Reviews of Authorized Ministers serving as Conference Ministers or Associate Conference Ministers be adopted by the New York Conference with a slight process adjustment. Part-time Search and Call staff are included under these guidelines. “Letters of Call” and “Memorandum of Understanding” were updated.

- We welcomed two new members to the Personnel Committee, Karen Taylor from Black River/St. Lawrence Association and Lennox Grant from Metro Association. We also thanked Joanne Ward-Nugent for her service as she left the committee. Martha Jacobs, who formerly represented Metro Association, was approved as a “Member at Large” and continues her service to the committee.

- The New York Conference has devoted a page on its website to “Sexual Harassment Prevention Resources”. Also in cooperation with the Parish Resource Center of Long Island, ongoing courses in “Sexual Harassment Prevention Training” are available online through the Resource Center. This training is required annually. We are grateful to Charlaine Apsel and Penny Cannon and the PRC-LI for organizing and conducting this training.

- David Gaewski has been prudent in keeping the Personnel Committee updated on the Reconfiguration of Staff that took place in September and the progress around a possible transition to a Virtual Office in the near future. We have also recommended to the UCCNY Conference Board passage of the National UCC MESA document on Intellectual Property dealing with who owns the works written/produced by Conference Team Ministers. Final action on this matter was pending at the time of this report.

- We recommended and the UCCNY Conference Executive Committee of the Conference Board approved the inclusion in the UCCNY Personnel Manual the NY State Reproductive Health Law. This had to be in place by January 7, 2020.

- The entire UCCNY Staff, administrative and support, met with the Personnel Committee for an Annual Conversation, Worship and Fellowship event in November. We have found these experiences to be very beneficial to all who participate and look forward to this yearly time together for reflection, critiquing and sharing our visions with each other. The entire Staff at this time also received their annual Sexual Harassment Prevention Training.

Current members of the Personnel Committee are: Karen Taylor (Black River/St Lawrence); Elizabeth Pixley (Genesee Valley); Donna Babonas (Hudson Mohawk); Susan Gibson (Oneida); Lennox Grant (Metro); Joanne Ferguson (Susquehanna); Charlaine Apsel (Suffolk); Brett Hammond (Western) and Martha Jacobs (Member-At-Large) I thank them all for their devoted and competent service. Finally, we appreciate and are honored to have the presence and participation of The Rev. David Gaewski, Conference Minister, as we do our work in God’s vineyard.

Respectfully Submitted,

Susan Gibson, UCCNY Personnel Committee Chair