

ANNUAL REPORT – 2021
UCCNY PERSONNEL COMMITTEE

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 2021. Due to COVID-19 safety recommendations, all but the November meeting were held electronically: Feb 9, April 27, September 14 and Nov 9. We hope to return to meeting in person for April and September in 2022 observing all COVID-19 safety measures that might still be in place. This format has been found to be important to committee dynamics with April being a Performance Evaluation with the Conference Minister and September (permanent change from November) the Annual Lunch, Dialogue and Sharing time with all Staff, administrative and support.

Tasks and topics for 2021 included the following:

- ❖ During 2021 we received Performance Evaluations for Marjorie Purnine, Shernell Edney Stilley, Marsha Williams, Gary Ferner, Lisa Delgado and David Losito.
- ❖ Due to the COVID restrictions around travel in 2020, the staff couldn't take their PTO so they were permitted to carry it over into 2021. This was a onetime privilege and staff were encouraged to use all time allotted to them this year as a matter of self care and well-being. David Losito was also instructed to place the tracking of PTO into the hands of Paychex so that PTO usage would be recorded on the staff's monthly payment statements in 2022.
- ❖ A "Wide-Lens" Performance Review of the Conference Minister was conducted in April. This covered not only Conference responsibilities but also ecumenical and national aspects of the job description. Some areas of concern were raised. Some changes to the distribution of the workload were discussed and a need for a review and adjustment of support staff job descriptions was suggested. There was also some discussion about incidences in the Conferences of the UCC where Conference Ministers actually were living outside of the state which they were serving.
- ❖ The Personnel Committee along with the UCCNY Conference Board participated in Anti-Racism training in June. We also were a part of a "Listening Experience" where members of the New York Conference shared their stories about living as a person of color in our Church and in various aspects of its ministry. This was especially insightful and heart rendering.
- ❖ In September, Dona Roll, UCCNY Moderator and Judy Van Kennen, UCCNY Vice Moderator of the UCCNY, joined the Personnel Committee for an update on the status of a misfortunate error by the New York Conference regarding a PPP loan belonging to the Metropolitan Association. The PPP loan has been paid to the Association by the Conference but both parties are still working on covenantal understandings and commitments.
- ❖ We recommended a Social Media policy be added to the UCCNY Personnel Manual. This was approved by the UCCNY Conference Board and incorporated into the Manual in April. We recommended for two staff members a Renewal Leave of Absence due to special work environment circumstances. One was taken in May and the other is scheduled for early 2022.
- ❖ Early in 2022, the Personnel Committee will be reviewing the UCCNY Personnel Manual regarding anything needing to be updated as a result of now being a "Virtual Office". At the suggestion of the Diversity Task Force we will also be perusing to be sure the manual addresses the commitment of the New York Conference to be an Anti-Racist Conference. We will be looking for diversity, inclusion and equality in all our employment policies.
- ❖ All staff participated in Sexual Harassment Prevention Training in November at the Conference's Smart Center at the UCC in Bayberry, Liverpool NY. It was led by Penny Cannon via Zoom. In addition, the All Staff Annual Luncheon and Dialogue took place observing COVID guidelines. Some of the ideas shared at that meeting were recorded and will be under consideration as we continue our work in 2022.

Current members of the Personnel Committee are: Position Open (Black River/St Lawrence); Elizabeth Pixley (Genesee Valley); Donna Babonas (Hudson Mohawk); Susan Gibson (Oneida); Lennox Grant (Metro); Chris Xenakis (Susquehanna); Charlaine Apsel (Suffolk will fill this position soon as Charlaine has become Treasurer of the UCCNY Conference) (Suffolk); Deborah Grine (Brett Hammond left in November) (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 had 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