

ESUC Board of Trustees

July 16, 2019

Approved Minutes

Agenda

July 16, 2019

Host: Maury Edwards

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|-------------|------|--|
| 6:45 - 7:00 | 0:15 | Social Gathering |
| 7:00 - 7:10 | 0:10 | Timekeeper & Check in All |
| 7:10 - 7:20 | 0:10 | Consent Agenda All |
| 7:20 - 7:35 | 0:15 | Holly House Update Marcy, Jason, Evelyn & Dave |
| 7:35 - 7:50 | 0:15 | Mission Fund Drive Update Marcy and Jason |
| 7:50 - 8:00 | 0:10 | Annual SLT Performance Reviews Dennis |
| 8:00 - 8:05 | 0:05 | UUA Leadership training January 2020 Dennis |
| 8:05 - 8:30 | 0:25 | Process for HH fund disbursement All |
| 8:30 - 8:45 | 0:15 | Salmon Bake & Board Listening Session All |
| 8:45 - 9:00 | 0:15 | Executive Session All |
| 9:00 | | Adjourn |

Upcoming Events

- August Executive Meeting – 8/6/2019, 11 AM to 1 PM
- August Board Packet Items Due – on **or before 8/14/2019**
- August Board Meeting – Aug 20/2019, Evelyn hosts
- Board Buzz due – Friday Aug. 23,2019
- Sunday Service Announcements – 8/4 Mike, 8/11 Jerry
We need volunteers for announcements 8/18, 8/25, 9/1

Attendance:

Dennis Fleck, Board president, Marcy Langrock, treasurer, (remote) Jerry Bushnell, secretary, Maury Edwards, (remote) Geoff Soleck, Mark Norelius, absent-Evelyn Smith, Paul Buehrens, Mike Radow, Clare Shirley
Stephen Furrer (Minister), Jason Puracal (Executive Director), Absent-Aisha Hauser (DLL)

Guests: Martin Cox – chair Nominating Com, Sheridan Botts - chair Personnel Com, Ann Fletcher, chair Policy and Governance, David Baumgart – chair Holly House PSA Task Force

Timekeeper/process checker – Mark Norelius

Check In: done by all: 7:00 pm

Opening Words: Done by Reverend Stephen Furrer

Consent Agenda

- Approve June 2019 Board Meeting minutes
- Move \$9,033.00 from the Designated Fund General Reserve account to the Operating Fund to cover unbudgeted expense in 2018/19 to cover Holly House attorney fees.
- Approve Eastside PTSA sponsorship agreement
- Banking Changes:
 - o Chase Checking account
 - § Remove past President, Tom Doe
 - § Add new President and Vice President, Dennis Fleck & Mike Radow
 - o Schwab Operating account
 - § Remove past President, Tom Doe
 - § Add new President, Vice President, and Developmental Minister, Dennis Fleck, Mike Radow, Stephen Furrer
 - o Schwab Endowment accounts
 - § Remove past President, Tom Doe
 - § Add new Vice President, Mike Radow
- Conflict of Interest Statement for Staff Members
- Conflict of Interest Statement for Board Members

Items Removed from Consent agenda - none

Marcy moved, Mark Norelius seconded, that the consent agenda be accepted.

Vote: all in favor, none opposed

Personnel Update – Maternity Leave Policy – Sheridan Botts

The personnel committee recommends that Amanda Uluhan be allowed to use up vacation leave and sick leave, and that the board can consider approving paid leave from the time sick and vacation leave are used to allow 3 months total leave.

The personnel committee notes that starting January 1, 2020, the state FLA fund will be covering 3 months of paid sick leave.

Jerry – it is not clear what the benefit would have been from WA state, the stipend will be calculated by a sliding scale formula that has not been published. An example was given that an employee making \$54,000 per year, would receive \$736 per week. Amanda’s salary is \$49,000 (\$942/week), so her benefit would have been something under \$736 per week if she had a delivery date in 2020.

Amanda Uluhan will be using maternity leave later in the year (October).

Dennis asked the board if they would:

- Change the policy to 3 months of leave? Use vacation and sick leave
- Leave the policy unchanged.

Aisha has recommended 3 months of leave.

Marcy would like to see the full 3 months of leave. (\$730 per week for 13 weeks)

We are not hiring any replacement staff, so there is no incremental cost to support Amanda with the 13 weeks.

[Discussion – all comments were favorable for either 12 weeks or 3 months of maternity leave.]

Jerry moved we change the benefit to 12 weeks using vacation and sick leave first followed by paid maternity leave. Marcy seconded.

We discussed the question of accruals.

Mike proposed a friendly amendment to the motion which agrees with a total maternity leave of 12 weeks, with compensation for the first part of the leave coming from accrued sick leave and vacation time. For the balance of the 12 weeks, compensation will be decided at the next board meeting, with the personnel committee making a recommendation. Jerry agreed to the friendly amendment.

Mark seconded, Motion Passed unanimously.

****Note:** The board meeting in August will deal with the subject of remaining compensation beyond vacation and sick leave.

Caretaker / Sexton – Personnel Committee

The personnel committee received a request from Jason that we change the title of or custodians to Sexton, and updated the job description. This request was received after the last meeting personnel committee meeting, and will be discussed at the next meeting.

The personnel committee did do some research on the Sexton position and found that the local pay range could be from \$13 to \$20 per hour.

The personnel com did not compare the job descriptions for East Shore with the UUA job descriptions. Jason pointed out that the East Shore job descriptions are much more expansive and complex. For example, they provide setups for 150 to 300 events per month. Their responsibilities also include painting, tree trimming, and roof maintenance.

Sheridan questioned, who should be making this decision – Personnel Com, SLT, or the Board?

[Discussion covered a variety of points. It was noted that the current budget was approved at the annual meeting.]

Jason – we are getting by with 2 caretakers, but that requires that they do very little with regard to the Grounds. In addition, Jason or Diane has to work up to 12 hours per day to insure that the campus and our facilities are opened and closed, each day, to meet the operations of the campus. We have also tried to contract some of the custodial work, but this has not worked very well because of the variable content of the work from month to month.

We may want to change the job title to Sexton which is a more appropriate job title given the content of their work.

This matter was referred back to the Personnel Committee for further study and a recommendation.

Compensation: From Personnel Committee report

Up to now, our policy has been to try to pay at the midpoint of the UUA guidelines. Aisha has mentioned changing this to paying everyone a living wage. This would be a major policy change for the church and should be a matter of board discussion if the board wishes to consider it. There is an attachment to the board packet showing one research group's conclusions about living wage in this area.

Decision Making

Board Bylaw Article 11, Section G covers decision making by the Board, and the SLT – which limits what they are able to do during the course of the fiscal year – following the established budget except when the total income becomes great than planned.

It is not clear what the process is for the SLT to propose a change in personnel policies to the board. In the past, there has been delays in decision making because of the lack of clarity over the process.

Personnel Committee will come back in August with their recommendation.

Jason's Summer Vacation in August

Jason proposes to use sick leave for compensation.

Rev Steve – emphatically supports this request, stating that Jason works very hard and deserves time off to spend with his family during the summer.

Dennis raised the question if sick leave is appropriate for this request. Marcy pointed out that the explanation of rationale for sick leave includes mental health which would appear to cover this request.

Marcy stated that she also agrees that we should support this request.

[Discussion – from multiple board members and attendees, all in support of Jason's request.]

Mission Fund Drive – refer to the Board Report.

SLT Performance Assessments

Rev Steve suggested that the SLT create the initial assessments:

Steve and Jason would do Aisha; Aisha and Steve would do Jason; Jason and Aisha would do Steve's review. This is a type of 360° feedback loop.

Rev Steve – suggested these assessments could be completed by October or November. The Board could still perform the additional assessments.

[Discussion about various processes that could be followed.]

Claire and Mark – Aisha's assessment

Dennis and Paul – Rev Steve's assessment

Jerry and Marcy - Jason's assessment

UUA Leadership Training in January 2020 – Jason Puracal

Jason spoke about the benefits of this training from the UUA. He recommends that we take advantage of this offering. He found it very useful and that it matched our present and future needs for East Shore.

Rev Steve also spoke in favor of this leadership training.

The training includes a combination of classroom and remote learning (via Zoom meetings).

Networking with other lay and church leaders is a long term benefit.

Holly House Fund Process – Mike Radow

Mike suggested several outcomes that we want from this process:

- Right Relations
- Ample time for input from many people
- A type of brainstorming
- An iterative process with “no rush to judgement.”
- I am also hopeful that at the end of the process, people are happy and satisfied.
- Perhaps we can have a vote at the next annual meeting in June, 2020.
- What are the metrics to measure impacts?

Ann: the ESJCC would like to support this overall process as well as the board objectives. We do not want to go off on our own, but rather operate within a consolidated process. We feel the board has the broadest view.

[At this point, an Ad Hoc circle was formed to allow each person to provide their input. All voices were heard.]

Each attendee spoke. General themes included:

- There is no hurry to decide what to do.
- We all spoke about inclusivity.
- What we are doing is very important.
- We should consider what “Lessons Learned” we can gather internally (from the HH DREAM BIG exercise) and externally from other churches who have come into a large sum of money.
- Several people spoke about the meaning of reaching consensus.
- What would be the shape of the process – task force? new committee? Existing committee?

Salmon Bake

Discussion from Claire about the background and history of Salmon Feasts. This is a Native American tradition to welcome people.

Mike spoke about the traditions of potlatch or generosity.

Marcy suggested that we honor the Duwamish people and perform a fund raiser in the tradition of Second Sunday.

Steve spoke about choosing better content within the worship service relevant to the traditions of the Native Americans, as well as acknowledging the Duwamish.

Repairing Relationships between the Board and HH Task Force, 2017 - 19

Milly and Michelle are eager to facilitate a listening circle between the Board and HH Task Force.

Dennis July 31 – 7pm – Board Executive Session

Dennis acknowledged that at the Annual Meeting in June, the HH Task Force felt disrespected.

Claire pointed out that the letter that was read at the annual meeting painted the wrong impression.

Dennis suggested that the Board needs to listen to the Task Force and then decide what to do.

[Discussion – by a number of people.]

Mark suggested that Pam could make some recommendations.

The regular meeting ended at 10:10 PM

Recording Secretary, David Baumgart (former Board Secretary)

Respectfully submitted,
Jerry Bushnell, Board Secretary