

## 2019 Personnel Committee Reports

The Personnel Committee of the Penn West Conference meets approximately four times a year. Over the past twelve months, we have reviewed the job descriptions of the Conference minister, the administrative assistant, and the made slight adjustments to the job description for the position of youth ministry. After reviewing the job descriptions, we conducted performance reviews for the conference minister and the administrative assistant. These reviews consisted of individual interviews with Reverend Ackerman and with Diane Fox. At each interview we used a prepared list of questions and gave each candidate an opportunity to discuss how they see their role in the conference. After these meetings, we found Reverend Ackerman's performance to be exceptional. We found that Diane Fox's performance to be exemplary. We further recommended that the Conference provide funds for Mrs. Fox to do additional training on QuickBooks, the software we are now using to manage the office financial records. This training may be online or make use of an individual trainer.

Members of the committee are Rev. David Ackerman, Tom Croner, Don McIlvaine, James Neatrour, Andra Snyder, Diane Wiley, and Rev. Dr. David A Williams. Andra Snyder serves as our recording secretary.

Respectively submitted,

Don McIlvaine, Chairperson