

Personnel Committee Annual Report

The Personnel Committee of the Penn West Conference fosters a supportive and efficient work environment while ensuring professional growth and Well-being of our staff. Throughout the year, the committee reviewed and edited the Annual Review questions for Staff Evaluations. These assess job performance and identify areas of strength and needs for improvement. Job descriptions were also reviewed.

This year annual reviews were conducted for Rev. Garrett-Doege, (youth minister), Diane Fox (bookkeeper), and Andrea Kopcak (office secretary). Interviews were conducted by the committee. All staff were designated satisfactory. It was agreed that some office hours will be overlapped to confirm all work is completed.

Rev. Garrett-Doege, Andrea Kopcak, and David Ackerman have applied to the Keystone Conference to seek opportunities to work through the transition Period of the new conference. Diane Fox will work for Penn West until the transition is initiated.

David and Jill Marie have been attending Zoom meetings for the Personnel Committee of the Keystone Conference. This team has written staff policy, and is writing job descriptions for all staff.

Doug Hearn has resigned from the Committee. We thank him for his time and work on the Personnel Committee. The Nominating Committee of the Conference has selected Don Kelly to take Doug's place.

The Safety Policy has been completed and approved by the Board of Directors.

Respectfully submitted,

Jill E. Marie

Chairperson