

Parish Personnel Table

3:00 p.m. January 23, 2019

1. Members attending: Pastor Laura, Nan Crary, Aloise Hauge, and Brian Pollmann at ROH office.
2. **Introductions and welcome**: Aloise Hauge was welcomed as the newest member to the table.
3. **Office Administrator**: Pastor Laura reported Julie Lofdahl continues settling into her position as office administrator. A 90-day review involving parish personnel will be scheduled at the end of February. If a Monday and Thursday schedule for Julie would provide more overlap with Pastor Laura's time in the office, the volunteer schedule can be adjusted.
4. **Salary adjustments**: Wage adjustments in 2019 have been communicated with the Finance Table. Pastor Laura volunteered to continue at her 2018 salary rate out of gratitude for sabbatical time in 2018. Jim Nelson's wage is increased by six percent. A three percent wage adjustment will be considered for Julie Lofdahl following a review at 90 days of employment.
5. **Computer replacement**: A quote of \$3,588.74 from Chris Wilke for two computers and software was reviewed. Because Jim can no longer download music due to outdated software, the purchase is necessary as soon as possible. Table members agreed unanimously to proceed with purchasing two computers. Brian will inquire about ongoing support and service.
6. **Capital equipment annual planning**: Consensus of the table is to recommend a capital equipment planning event involving all tables to inform the budget process.
7. **New business**: Aloise suggested a lockbox for the office key would be more convenient for volunteer office staff rather than retrieving the key from the neighboring law office. Pastor Laura will inquire for permission from building management.
8. **Next meeting**: the next meeting is scheduled for Feb. 11, 2019 at 3:00 p.m.