

Personnel Committee Annual Report - May 2023 to April 2024

In the span from May 2023 to April 2024, the Personnel Committee of the Penn West Conference embarked on various initiatives aimed at fostering a supportive and efficient work environment while ensuring the professional growth and well-being of our staff members. One significant milestone during this period was the successful placement of Rev. Shannon Garrett-Doege as the PWC Conference Associate Youth Pastor in June 2023. Rev. Garrett-Doege's dedication to youth ministry and her commitment to our mission have already made a profound impact on our community, further enriching our outreach efforts.

Throughout the year, the committee dedicated considerable effort to formulating and effectively communicating Annual Review Questions, tailored to assess job performance and identify areas for improvement and development. This included facilitating mutual self-reviews for Diane Fox, our Administrative Assistant and Bookkeeper, and Andrea Kopcak, our Office Secretary. The feedback received from these reviews has been overwhelmingly positive, with both individuals meeting and exceeding expectations in their respective roles.

Moreover, the committee played a pivotal role in formulating questions and modeling the Annual Review Process for Rev. David Ackerman, the Penn West Conference Minister. Through thorough deliberation and constructive dialogue, we ensured a comprehensive evaluation that recognized Rev. Ackerman's exemplary accomplishments and outlined areas for continued growth. Both the Annual Review and Self-Review of Rev. Ackerman yielded positive outcomes, with his performance consistently meeting and surpassing expectations.

In addition to personnel evaluations, the committee actively engaged in negotiations regarding the salaries and compensation of Penn West Conference staff. We worked diligently to ensure fair and competitive compensation packages that reflect the value of our team members' contributions. Throughout this process, we maintained transparent communication with the Penn West Conference Board of Directors, keeping them informed of our decisions and seeking their input on matters pertaining to personnel management.

As we conclude this annual report, the Personnel Committee is pleased to note that all reviews conducted during the reporting period have been overwhelmingly positive, with staff members consistently meeting and achieving objectives. Looking ahead, we remain committed to upholding the highest standards of professionalism, fairness, and

support for our staff members, as we continue to strive for excellence in service of the Penn West Conference's mission and vision.

Respectfully Submitted,

Douglas Hearn

PWC Personnel Committee Chairperson