

## **STAFF PARISH RELATIONS COMMITTEE MEETING**

**August 16, 2016**

### **Attending:**

Harris Atkins  
Clarine Goodleaf  
Dorothy Bennett  
Jean Rummel  
Dorene Johnson  
Joe Lee  
Renee Kroese  
David Lutz

The regular August 2016 meeting of the Staff Parish Relations Committee was called to order by Chairman Harris Atkins. Pursuant to the request of the Finance Committee, the primary purpose of this meeting was to work out a proposed 2017 budget for staff salaries, to be submitted by September 12 to the Finance Committee for their consideration.

To that end, Harris first passed out an Income Statement Budget Comparison-YTD, which had been prepared by the Finance Committee. This worksheet showed the budgeted 2016 staff salaries and amounts actually paid through June, 2016. It was noted that a few positions have changed over the last few months, and a couple of the staff positions are currently unfilled. Decisions on the Youth Director and Pastoral Care Director positions will be made in the next couple of months. It was noted that David Carver has been hired as the new Facilities Coordinator, to replace Ted Snyder, who has retired.

Joe Lee had prepared and distributed a salary and wage review study to assist the SPRC in their salary recommendations. The study uses data from the U.S. Department of Labor Bureau of Labor Statistics (BLS) for 2015, the most recent year listed. Their information is for positions in Seattle, Everett, and the Eastside. Joe prepared a detailed chart listing each AUMC staff position, hours worked, and duties performed, and compared them to those, or similar, positions listed by the BLS. Many of these positions had a range of salaries, but after reviewing the figures and discussing each, the SPRC felt that the salaries for our staff were competitive and comparable to the going rates in this area, with the exception of the First Service Music Director. A recommendation for increase of that salary is under consideration.

A draft 2017 budget was then prepared for staff salaries, with a request for merit/cost of living raises. The SPRC decided to include the unfilled positions in the budget, at least until such time as it is decided how best to fill those positions. Harris will review the proposed budget with the pastor when he returns from vacation. Harris will then decide whether it is ready to go to the Finance Committee or if further discussion is needed in another meeting.

Unless a special meeting is warranted, the next SPRC meeting is scheduled for September 20, 2016.

Submitted by Clarine Goodleaf