

UUS Board Meeting Minutes Highlights

6:30 pm, Apr. 17, 2024

Present: Jeff Walberg (President), Rochelle Honey-Arcement (Vice President), Christine Etler (Secretary), Mike Pavelich (Treasurer), Monique DiCarlo (Trustee), Diana Henry (Trustee), Ian Cawley (Trustee), Rev. Diana Smith (Ex-officio). **Absent:** none. Quorum met. **Guests:** Victoria Huitt and Nic Kaplan
Meeting Opened at 6:37 with check-in. Chalice and Opening Words by Etler.

Consent agenda:

Reports P1 Board Meeting Minutes – Feb. 28 P2 Board Meeting Minutes – Mar. 20 P3 Minister's Report – Feb P4 Treasurer's Report – Feb P5 Governance Committee Minutes - Apr. 2 P6 Guidance on Closed Sessions P7 Mission & Vision Review Minutes - Apr. 10 P8 Endowment Report Q1 2024 P9 Personnel Committee Minutes - Apr. 15	Annual Reports P10 Annual Report FY 23 - President P11 Annual Report FY 23 - Treasurer P12 Annual Report FY 23 - Endowment Decisions P13 Policy updates: 1.3 P14 Reese Fund Request for Playscape
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Item P13 (Policy updates) was removed from the consent agenda for further discussion.

The chair reviewed the rest of the consent agenda items and hearing no objections, announced the consent agenda has been adopted.

Membership Coordinator Presentation – Victoria Huitt

Victoria Huitt spoke about her work as Membership Coordinator and the work of the Membership team. The Board will consider support requests. Otherwise, no further action

Closed Session - Discuss Personnel Issues

Motion: Pavelich moved to go into closed session (with Nic Kaplan as guest) to discuss personnel matters; seconded by DiCarlo. The Board voted unanimously to approve the motion.

Motion: DiCarlo moved to come out of Closed Session; Henry seconded. The Board voted unanimously to approve the motion.

Consider JCIC staff Memorandum of Understanding P15

Johnson County Interfaith Coalition has accepted our offer to administratively house their new staff person. MOU was discussed. Some clarification is needed. Pastor Fred from JCIC will be consulted. The final document will be distributed and voted on over email. Otherwise, the Board is supportive.

Policy Update 1.3 (P13)

Wording changes to this policy were discussed in consideration of the guidance found in items P5 and P6. The Policy will be edited and reviewed at an upcoming meeting.

Brief Updates

- Congregational Admin Search
Rev Diana consulted with the Board before completing the process of hiring a senior staff person. She provided an update on the hiring process for the CAS so far. The Hiring Committee expects the process to be completed and have someone in the position by mid-May.

Consider Personnel Committee Recommendation(s) P16

Motion: Henry moved to accept the Personnel committee's recommended definition of a Full-time and Part-time employee¹. Cawley seconded. The Board voted unanimously to approve the motion.

Motion: Etler moved to accept the Personnel committee's recommended employer contribution tiers for health insurance²; Henry seconded. The Board voted unanimously to approve the motion.

Motion: Cawley moved to accept the Personnel committee's recommended employer contribution tiers for dental insurance³; DiCarlo seconded. The Board voted unanimously to approve the motion.

Discussion: Due to feedback from staff and congregants, the Board plans to continue to discuss employer contribution tiers for both health insurance and dental insurance during preparation for the 2025 budget. These motions do not preclude the adoption of further changes.

Approved changes to policies will be forwarded to the Governance committee for review.

Plan Congregational Meeting P18

- Approve agenda

Motion: Pavelich moved to approve the congregational meeting agenda (as written but with minor edits pending); Cawley seconded. The Board voted unanimously to approve the motion.

- Discuss roles, logistics, quorum, etc
- Prep for possible questions, motions

Planning was discussed. The President, Secretary, LDC, and staff will continue to prepare for the meeting.

Closed Session - Discuss Rev. Sam Wilson Assessment P19

Closed session was not held. A short discussion was held in open session on when and how we should have a deeper discussion on the contents of the assessment. Rev. Diana recommends that we should consult with Rev. Sam again following our discussion.

The following agenda items were deferred: *Open Questions Analysis & Discuss Pastoral Care Survey*

Closing

Guest Comments by Nic Kaplan. Process Observer Comments by DiCarlo. Closing words provided by Etler. With the agenda completed and no new business from the floor, the chair adjourned the meeting at 9:23pm.

Meeting highlights by Christine Etler, Board Secretary

Email the Secretary at piontkofsky@gmail.com with requests for documents reviewed at the meeting. Full minutes will be available after the May Board meeting.

¹Definition of a full-time and part-time employee

An employee who regularly works the congregational year or 12 months of continuous service at an average of 30 hours or more per week is considered a full-time (FT) employee.

An employee who regularly works for the congregational year or 12 months of continuous service for fewer than an average of 30 hours per week is considered a part-time (PT) employee. Part-time employees scheduled to work at least 15 hours per week are eligible for benefits according to the benefit plan descriptions in the Personnel Manual.

²Employer contribution tiers for health insurance

40-30 hrs/wk = 80% employer contribution, 50% employer contribution for family toward bronze plan

20-29 hrs/wk = 50% employer contribution, 40% employer contribution for family toward bronze plan

14.4 – 19 hrs/wk = Eligible but must pay full cost

³Employer contribution tiers for dental insurance

Align coverage tier with health plan recommendation.

40-30 hrs/wk = 80% employer contribution to plan, 50% employer contribution for family

20-29 hrs/wk = 50% employer contribution to plan, 40% employer contribution for family

14.4-19 hr/wk = Eligible but must pay full cost