

KRLC Council Special Minutes ZOOM Meeting

December 20, 2022 7:00 p.m.

Attending: Bjorn Ojard, Nancy Dent, Vicki Gorman , Randi Alreck, Craig Whiting, Ed Lee, Bill Meyer, Pastor Susan, Helene Hedlund

Absent: Sharon Shelerud

Call to Order	Bjorn Ojard called the meeting to order	
Acting Secretary	Sharon was unable to attend tonight. Helene volunteered to serve as acting secretary	
Opening Prayer	Pastor Susan led the council in an opening prayer	
Purpose of Meeting	Custodial Hire – Review memo from Task force related to Custodial Hire	
Discussion	<p>Review of memo. Discussion focused on</p> <ul style="list-style-type: none">• KRLC goals as it relates to this hire• Specifics as it relates to hours, duties, compensation, communication• Suggestion to modify Exhibit A duties to delete “basic kitchen duties” because they are specified later• Approach of part-time hire vs. contract labor models• 3-month review to review model as well as employee review. The task force will conduct the initial review, present findings to the full council and seek their input• Supervision responsibilities• Need to hire a payroll specialist to process compensation checks• Budget implications	
Motion	Motion by Craig Whiting, second by Bill Meyer to adopt the recommendation as presented by the task force effective January 1, 2023	Motion carried by unanimous vote.
Offer to Hanna	Bjorn Ojard will communicate with Hannah Weisharr to offer position.	
Attachment	Memo from Custodial Task Force , including Exhibit A, is attached and by this reference made a part hereof	

Submitted by
Helene Hedlund, Acting Secretary

Memo to: KRLC Council
From: Custodial Hire Task Force
Helene Hedlund, Facilitator
Date: December, 2022
Re: Custodial Hire

The task force has met to review the Council goals in replacing the former custodial services to KRLC. As a reminder, those goals were:

- budget implication
- better communication
- maintain statutory compliance as it relates to worker's comp and liability issues

As such, it is our recommendation to hire Hannah Weisharr as a KRLC employee, with an effective date of January 1, 2023 subject to the following:

- 4 hours per week, schedule to be determined by Employee
- Employee will be paid the rate of \$23.00 per hour
- This approach will be subject to a 3-month trial, at which time the task force will review this employee approach to determine if KRLC should continue with the employee model or transition to a "contract for labor" model.
- KRLC will need to procure a payroll service to process appropriate checks, pay applicable payroll taxes, such as SS, worker's compensation, unemployment etc. Once working properly we would merge other payroll into this service. This would lighten Michael's duties and we would not need the accountant at the end of the year saving \$250.
- Note: the cost of the payroll service and applicable taxes fall within the 2023 proposed budget
- Hannah has reviewed both approaches and is comfortable with either approach
- If questions or concerns arise, the employee will consult with the KRLC President, and if the President is not available, the Treasurer to resolve the issues
- It is anticipated that activities of KRLC may from time to time require flexibility as it relates to the employee work schedule. Any modifications of schedule will be mutually agreed to by Employee and KRLC cabinet via its President and/or Treasurer.
- Employee will receive additional compensation for custodial services needed as the result of weddings and/or funerals. Such compensation will be payable to KRLC and processed through the KRLC payroll service provider.
- In Melanie McMillion's capacity as Administrative Assistant, she oversees the building scheduling. She will communicate special custodial needs (if any) directly to Employee.
- Weekly tasks have been identified on Exhibit A, attached to this memo.

Knife River Lutheran Church
Church Maintenance
Exhibit A

Weekly Duties	Comments
<p>sweep vacuum floors, pews and surfaces mop dust surfaces, piano clean bathrooms clean sanctuary for worship provide cleaning supplies Report heat & lighting issues awareness of covid safety take out trash and recycling restocking paper in bathrooms and kitchen (wipe surfaces, remove trash if necessary and clean floors. Users are responsible to clean up after their activities.) Clean inside windows</p>	<ul style="list-style-type: none">• report issues noticed, but cannot inspect or repair• take out trash and recycle• will not change lightbulbs• clean high areas that can be reached with 10 ft deca pole. Other needs are extra cost• Polishing floors are extra cost• Painting would be extra cost• KRLC will provide cleaning supplies and consumable products such as toilet tissue, Kleenex, paper towels