

## Trinity Lutheran Church

### Administration & Personnel Council Report

December 12, 2023

The committee met December 7th to discuss year-end business. This included a request from the Finance Committee regarding the funds held in the Disability Self-Insurance Fund, currently \$33,100.92. This fund has not been utilized since its inception. After consultation with finance staff, it was determined \$13,000 is sufficient to cover a worst-case scenario regarding disability to an employee in 2024. Therefore, the Finance Committee requested \$20,100.92 be released from the self-insurance fund and moved to the General Operating Fund to help close the budget gap. A&P approved the request to transfer \$20,100.92.

In 2024, the A&P Committee should address the future of this fund, with an eye to disbursing the remaining balance to the general fund. Full-time employees who are eligible for benefits have the opportunity to purchase disability coverage through Portico, meaning this fund has become redundant. The disability policy was updated to reflect that Trinity offers eligible employees the opportunity to purchase disability insurance as part of the benefits package, but removing the language indicating a self-insurance fund is maintained by the church.

The second order of business was a discussion of the open communications and digital media positions. A job description was created, combining the duties previously performed by the part-time employees of those positions into one full-time position. While we are hoping to fill those positions as part-time again, the committee thought it wise to have a job description for a full-time position available and ready to go if it is determined that's what we must do.

The revised disability policy page and the new job description will be presented for council approval. The agenda will include the appropriate action items.