

Personnel Committee

Who are the current members of your committee?

Maureen Laflin, Nancy Richardson, Carol Siemering

Do you have a current chair?

Carol Siemering

What have you been working on?

Support for Terrie Puckett dealing with Cornwall personnel issues such as appropriate use of sick leave, need for specific job responsibilities as Cornwall is closing.

Job Descriptions

- We have reviewed a number of job descriptions
- It should be noted that in June 2018, this committee offered its resignation over the job description of the executive director sent to us by the Council and what our role as a committee actually was. We were asked to reconsider and we agreed to stay on once all our concerns (see below) were addressed.

Are there any obstacles to your work that need to be addressed?

We believe they were addressed.

Do you have the resources you need to complete your work?

Yes.

Do you anticipate changes in the membership of your group next year?

No.

Are all committee members able to fully participate?

Yes.

Dear Deborah and Council,

We have been asked by Deborah to reconsider our resignation from the Personnel Committee. We are sending our response her letter (attached) to the whole Council because our original letter was to the Council.

In our original resignation letter, we said that we had three major concerns: our purpose, process, and communication.

Going forward, if we were to reconsider, it is essential that everyone is clear what Council believe is our **propose**. We have understood that our role was to use our expertise and energy to assist and advise Council in matters relating to personnel issues. We have sought to bring to our review of job descriptions the same attention as is expected of us in our review of policy so that they reflect best practices and Grail values.

If this is not the role you wish us to have, please state clearly what role you see this committee having vis a vis job descriptions.

Here is an example of the kind of questions and concerns we have in reviewing a job description; on the issue of Terrie Puckett's job description, **our main question is what is your intent?**

Do you see Terrie taking on the role that Noreen Wilhelm had? Or do you see her as an "executive administrator"? Do you, for example, mean for her to be an "ex officio" of the Council or attending Council meetings when required.

How do you see Terrie providing support as defined in the job description under "Council Support"?

- Supports Council in providing leadership and accountability for the mission of the Grail?
- Supports Council in establishing national policies and a strategic plan?
- Is responsible for meeting the strategic goals as defined by Council?
- Oversees all Grail in the U.S. operations?

How does the job as you have defined it, fit into membership's concern about reviewing structure as articulated at this last GA?

If your intent was not to give her Noreen's role plus, we could be of help to you in crafting a clearer description that would better reflect that intent.

Secondly, we would need assurances that **processes** concerning this committee would include:

- the committee would review all job descriptions before they are approved and/or made public;
- the committee would review any action the Council might take that would have an adverse effect on an employee before that action would be taken; and
- the committee be given reasonable time for these reviews.

Thirdly, as far as **communication** goes, we would anticipate that Deborah Sullivan, as our liaison, be the person to whom we communicate and that her communications to us would reflect the view of Council and the NLT. Our expectation would be that she would share any serious concerns we might have with the Council in its entirety as well as the NLT.

We would do our best to be as clear as possible in our communications and would expect the same from Deborah.

We joined this committee and others we are on as women willing to take on leadership in partnership with the Council. We see the Council's need for others to step up and share the load. But Council must then respect and empower those members.

Sincerely,

Maureen Laffin, Nancy Richardson, Carol Siemering