

St Joseph Administration Commission



October 1, 2015

Present: Jerry Roth, Richard Lawler, Kathy Gergen-Mandel, John Peterson, John Wollersheim, Joe Faeh,

Opening Prayer

Approval of April Minutes: Minutes of September 10th meeting were approved.

Building and Grounds Committee: Jeff Hawkins, as chairman, will put together a Building and Grounds Committee during October. A report of committee progress will be given at the Commissions November meeting. John Peterson will be the Commission representative on the Building and Grounds Committee.

Security Committee: The first meeting Security Committee met on Sept 30th. Present were Tom Meaden (Chairman), Joe Duffy, Tom Sheridan, John Wollersheim and Richard Lawler.

Richard proposed to committee a redesign of the entrance to the church office staff area to provide greater security and to enhance the reception function. The proposal would move the reception position out into the Gathering space to permit the receptionist to get a better view of people entering through the church front entrance. This position would also put the receptionist in a better position to interface with people as they entered and direct them within the church as needed. Entrance into the office would be controlled by the receptionist by contacting staff members as required.

The Security Committee rejected the proposal due to costs and felt that this idea should have a lower priority. After discussion, the Commission agreed that our highest priority area for security improvement is the review and improvement of perimeter security in key areas including the school and the main parish office. The Commission is asking the Security Committee to begin a process of evaluating perimeter issues and these areas and provide prioritized security improvement concepts with associated timetable and budget implications for evaluation and approval by the Administration Commission. The goal would be to have recommendations reviewed and approved by the Administration Commission in the January, 2016 commission meeting.

The Security Committee agreed that the starting point for developing a security policy manual would be to come up with a list of security threats which may impact St. Joseph's Church & School. This list would be forwarded to the Pastor and Administrator for prioritization. The Commission believes that it is the Commission's job to prioritize the threat list before submitting it to the Administrator and Pastor.

The Commission has requested a security tour of the Church and School to get a better understanding of the physical layout of the building which would affect future decisions on security issues. Members of the Security Committee are also invited to participate. John Wollersheim will be coordinating the date/time of the tour.

Cemetery Committee: Ann Volkert has contacted Jeff Hawkins to request that he contact Tradition Development to accelerate a decision of the fencing project at the Highlands Cemetery. The Committee has proposed a specific fence design for the project. It is hoped that a decision can be reached by the November Commission meeting.

Technology Committee Mobil Phone Policy: Administration Commission has approved the Mobil Phone Policy proposed by the Technical Committee. John Peterson will coordinate with other commissions on the policy and contact the Administration Commission by email for approval of any changes proposed by other commissions.

Finances: Due to meeting time restraints, Jerry Roth presented a short summary of the Parish financial status to the Commission.

Closing Prayer