

**Parish Council Meeting
November 21, 2017**

Attending Members: Fr. Greg Benkowski, Michele Nutsch, Tom Harper, Brian Keenan, Kevin Malick, Deacon Tim Leininger, Eileen McKinstra, Connie Novacek, John Ryan, Todd Saettele, Marvin Schulz, Dennis Smid and Kayleen Wallace.

Absent: Greg Beninato, Alan Large and Sara Ballard.

Approval of Minutes: The minutes for the October meeting were approved.

Parish Committee Reports

Religious Education – No report.

Facility Security – Kayleen Wallace brought the safety plan for the school. The plan includes evacuation to Westgate Elementary if there is a need to fully vacate the area in case of an emergency. The plan also includes a calling tree for communication purposes. It is a comprehensive document that covers facility intruders among other items, and it is reviewed on an annual basis. There is a crisis team in place and each teacher has a copy of the plan in their classroom. Mrs. Wallace will give Connie Novacek a copy of the plan to place in the after school care facility.

Todd Saettele reported that the lights hang around the church on the exterior of the facility will have new light bulbs installed on November 22. Due to the height of the fixtures, Omaha Neon Sign will bring a bucket truck to the facility to replace the bulbs. In addition, new cameras will be installed in and around the facility soon.

New Business

Kitchen Usage – Todd Saettele led the discussion. An anonymous email was sent to Fr. Greg noting that an individual was using the kitchen in the social hall for cooking for external charitable events. The email expressed concern that proper Health Department guidelines were not being followed. (Specifically, proper head covering and glove usage) Todd talked to Joe Gaube with the Douglas County Health Department. Anyone using the kitchen needs to follow the general food service guidelines for preparation of food served to the public. (Head covering is needed but gloves are not.) There are no special guidelines as long as the food is not prepared for commercial purposes. The individual was at the meeting and assured the Parish Council he has the requisite insurance, and it was reported that the parish has the requisite insurance, also. It was also noted that the parish office knows about each instance where the individual is using the kitchen as the person checks out a key from the office. It was noted that communication among the different parties may have led to some of the confusion. The individual agreed to abide by the health department guidelines and the discussion concluded.

Regular Committee Reports

Board of Education – No report.

Building & Grounds – John Ryan reported for the group. It was noted that we needed a new flag for the flag pole as the old one is in bad shape and needs retiring. Kayleen Wallace will research the appropriate size for a flag given the height of the current flag pole.

Finance – Dennis Smid reported that the feedback he received about the annual financial data in the bulletin was very positive. He noted that we needed to let parishioners know that we lost money last year to be transparent to the parish. There were no questions on the financial report that he mailed to parish council members prior to the meeting. He noted he is composing a list of special list of projects we need for the parish. Some of these are operational in nature but he would like to have parishioners sponsor certain expenditures in addition to their weekly Sunday contributions. He is still developing the list and the communication method. He is also procedures for cash policies and would like to have the cash accounts synced up quarterly.

Pastoral Committee – No report.

The meeting was closed with a prayer by Father Greg.

Respectfully submitted,

Brian Keenan