



## THE DIOCESE OF CHARLESTON

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The Common PayVendor Selection Committee met Tuesday, March 10, 2009 at St. Joseph Church in Columbia.

Attendees were as follows:

Terri Brisson, Director of Financial Services  
Bernadette Faretra, Controller  
Deacon Klein, representing St. Mary and St. Ward  
Jeannette Valle, representing St. John Neuman  
Jennifer Kaple, representing Cardinal Newman School  
Gina Mallios, representing St. Joseph  
Mary Louise Hudson, Director of Human Resources  
Sheila Reuille, representing St. Phillip Neri  
Cindy Salters, representing the Church of the Nativity  
Sandra Leatherwood, Assistant Superintendent of Catholic Schools  
Paula Simpson, representing St. Ann Seton  
Terry Conway, representing St. Francis by the Sea  
John Barker, Chief Financial Officer  
Mary Orlandino, representing Our Lady of the Rosary Church  
Cristina Guillermo, Recorder

The meeting opened at 10:30am, with a prayer recited by all.

Ms. Brisson welcomed all to the meeting and thanked them for their willingness to participate. The Committee members each introduced themselves, noting where they worked and their tenure. Committee member responsibilities were reviewed and discussed.

Mr. Barker, referencing a memorandum from Rev. Msgr. Laughlin, Diocesan Administrator, discussed upcoming regulations and additional responsibilities imposed by the federal government regarding employment and more stringent and complex accounting standards. The challenges of being a "corporation sole" and implications of this status with regards to banking and employment laws were discussed. A common payroll vendor would keep a database of employees to ensure that all employees have obtained proper background screenings and employment verification (e-verify is required by the federal/state governments as of July 1, 2009); improve the accuracy of tax filings and 403b Plan submissions.

Members received on-line access to the comprehensive responses from the companies responding to the RFP. In addition, and for ease of comparison, a spreadsheet summarizing the responses of some of the RFPs (requests for proposals) was provided to

### Office of Finance

the committee members. The public website, through the main diocesan website, contains an FAQ (frequently asked questions) area that will be updated as questions arise from the committee or are received from parishes and schools. Summaries of committee activities will be posted on the website to facilitate understanding for the project. Information from committee members themselves will be the most valuable in explaining to others the issues that led to the need for a common pay vendor.

Discussion among committee members brought to light the differences of payroll processes at the various parishes and schools. It was noted that selecting a payroll vendor and having the process implemented by the date of July 1, 2009 was an ambitious target. Selection of a pay vendor that fits all the needs of the various sized parishes and schools will be difficult; the committee will be charged to select the best pay vendor possible. Price of the project to individual sites was discussed.

After a brief lunch break at noon, the meeting continued at 12:40pm.

Discussion among members began regarding the different companies that responded and experience with these companies in the past. The committee requested to have more time to review the spreadsheet and full responses provided by the different vendors. Members will review the information on their own time and rate the vendors based on their responses to the specific questions of the RFP. At the next meeting, the committee will decide on two or three vendors to demonstrate their product. In the meantime, should there be any further questions for or clarifications needed from the vendors, committee members will email Ms. Brisson by March 13, 2009. Ms. Brisson will contact the vendors.

#### ACTION ITEMS:

1. Ms. Brisson will contact the vendors to inquire of an online demonstration that committee members will be able to access and evaluate.
2. Ms. Brisson will email vendors to inquire of their availability for demonstrations after April 1, 2009 and excluding Holy Week and the week after.

Feedback was obtained on the FAQ and information provided to date. Committee members agreed to be representatives for their deaneries and surrounding parishes and schools.

The next meeting was set for March 19, 2009 at 10:30am to be held at St. Joseph parish.

The meeting was adjourned at 1:15pm, after a prayer led by Deacon Klein.