



Council Minutes

June 13, 2023

Attendees: Sue Hertless, Renee Reis, Scott Etzel, Rev. Jeremy Serrano, Tracey Rentner, Greg Buchholz, Mike Henry

Meeting Called to Order at 7:03p by Renee Reis

Recognitions: Rich (Friends Feeding Friends client) for painting curb stops in lower lot

Correspondence: Letter from Homecoming, Inc. regarding Columbarium (memorial spaces for sale) on church campus. Thank you note from Diablo Valley Literacy Council for our support in the community and partnership looking forward for a stronger bond in the future.

Growing and Evangelizing Our New Way Forward – What do we do to make the community aware of GSLC – special events (parades, yard sale, Christmas Dinner, Blood Drive) and regular events (FFF, website, social media, facility use) ... how do we market/advertise/promote GSLC to the community to make them aware of us? Social media (Next Door, Claycord), FFF (banners, engagement with clients, bags in narthex), update website (photos of church ministries). Next month how do we go from crowd to congregation?

Old Business:

Approval of Minutes for May – Motion made to accept minutes from May 9, 2023 meeting as presented, no discussion, motion seconded, motion passed

New Business:

Committee Action Items:

Evangelism – None

Fellowship – None

Property / Long Range – Discussion re janitorial service contract proposals; Sue to contact Maria re insurance coverage, if she does not then the Finance Committee takes over re insurance coverage; Pros and Cons of going with a company vs individual discussed; Consider twice weekly cleaning v once a week due to weekend use (Friday clean entire campus, Monday Fellowship Hall only); tabling discussion for next meeting in July.

Stewardship – None

Social Ministry – Facility use check-in: are enough funds being raised to maintain Fellowship Hall? Member v Non-Member rates – Member rate proposed 0-4 hrs \$0.00, 4-8 hrs \$100, Non-member base rate \$140/hour.

Worship and Music – Summer services in Fellowship Hall; request made for 80” monitor to be placed on wall; Motion made to use \$2k from Memorial Funds to purchase a 75-80” monitor, cables, AppleTV, installation brackets, no discussion, motion seconded, motion passed.

Finance (Greg Buchholz in place of Anessa Hileman)– Conversion ongoing with new bookkeeper; anomalies with some line items that need resolution; revenue is on target, some expenses have gone up; Financial Committee to do a mid-year budget check-in.

Synod Assembly delegates – Kathy Reis contacted pastor about being other delegate. Motion made to appoint Kathy Reis as delegate; motion seconded, no discussion, motion passed with one abstention from Renee Reis.

Youth – None

Reports attached: Evangelism, Finance (meeting minutes from June 9, 2023 Finance Committee meeting, 4-2023 Profit/Loss Statement, 4-2023 Balance Sheet), Social Ministry Report, Janitorial Proposal from Kaizon Solutions, and Pastor’s Report

Motion made to adjourn meeting, Motion seconded, motion carried.

Meeting adjourned at 8:54 p.m.

Respectfully submitted,

Tracey Rentner, Council Secretary



Date: June 13, 2023

Team: Evangelism

Name: Sue Hertless

SPECIAL RECOGNITIONS: Kathy and Renee Reis for decorating the sanctuary for Pentecost. Karen and Rosemary for inviting the congregation to the Swedish Festival on May 20th. Scott and Renee for their faith and trust in going to El Salvador. Betty for leading an amazing parament workshop with 23 women who attended. Karen has been busy collecting bottles and cans. She is working recycling with a commitment to increase our totals from precious years. Pastor Jeremy for pushing us to do church differently and together. Thank you to all who attended church in the part and stayed for the Gay Pride Parade in Clayton. It was great.

PAST EVENTS/ ACCOMPLISHMENTS: Led 8 people to El Salvador to see the country, visit Sister Parishes, eat pupusa's, visit the Lutheran coffee plantation, and meet the beloved Bishop Medardo Gomez.

UPCOMING EVENTS/GOALS:

El Salvador trip presentation, lunch, and sale of items brought back. We will have Pastor Bekah from St. Marks and Paul Johnson from St. Frances in San Francisco joining in the presentation. This will take place on 6-25th at 11:30am in Fellowship Hall. We will have a light bite to each, at 12:00pm we will start the presentation. Each person will have 10 minutes to talk about a specific topic. There are 6 people presenting so we should be finished by 1:00pm with clean-up to follow.

Build a float that identifies the ministries we have here at Good Shepherd in a creative way. Tony Rogelstad has loaned us his trailer for the parade. Thank you Tony.

LONG TERM GOALS: CONCERNS: The parking lot sale is gaining steam. We are receiving calls every day. We have 50 1/2 spaces available. If all spaces sell, we should make just in spaces \$2,545. That does not include what will be sold at food court. Still need to get food permit for the day. Need volunteers for traffic control, working the food court, moving tables to parking lot, and available for people who have questions. Approximately 10 people.

Saint Matthews has agreed to have a conversation of courage and hosting the space for our Honduras Family to come to a dinner at 6:00pm on 1-25-24 to hear from the Fernando Rodriquez Family of 6 about their flee from Honduras. We will be inviting Good Shepherd , Saint Marks, Saint Luke to come together to hear this story. I will request a Thrivent grant to cover the cost of food and drinks. More planning will be done as we get closer but mark your calendars and save the date, and talk it up.

Our December 25th Christmas Day Meal with be held and Lenny has volunteered to cook the food. God Bless Lenny. We will decorate Fellowship Hall with Christmas Tree and presents

under the tree for children and adults. Asking Pastor to create sign up genius for the community to volunteer to help with cooking, serving, and clean-up. This was extremely successful before the pandemic.

OTHER COMMENTS: [Any other comments]

COUNCIL ACTION ITEMS

Finance Committee Meeting Minutes – June 9, 2023

Present: Anessa Hileman, Marcia Sander, Greg Buchholz, Reyanne Freeman, Linda Rodemsky

Absent/Excused: Vicki Smiglewski, Jon Moss, Sherry Chaplin

The meeting was called to order at 4:20 PM

The minutes of the May 7, 2023 meeting were approved.

The committee reviewed and discussed the April, 2023 financial statements. Questions were raised regarding some of the line items on the reports. Anessa will follow-up with the bookkeeper on these questions and report back to the committee members.

The Finance Committee will discuss/review possible expense increases (e.g., salaries, janitorial services) after the June, 2023 financial reports are received in August, 2023.

The next meeting is scheduled for Sunday, July 9, 2023 at 11:15 AM.

The meeting was adjourned at 5:15 PM

Respectfully Submitted,

Marcia Sander

Budgeted Financial Statement for Period 4 - April

GSLC Income Statement

<u>Account #, Description</u>	<u>Actual for</u>	<u>Budget for</u>	<u>Actual YTD</u>	<u>Budget YTD</u>	<u>Budget Annual</u>
REVENUE					
5 Contributions-Cash/Check/1	\$13,710.08	\$10,333.34	\$39,168.00	\$41,333.28	\$124,000.00
CONTRIBUTIONS	\$13,710.08	\$10,333.34	\$39,168.00	\$41,333.28	\$124,000.00
15 Cell Tower Rental Income	\$8,101.60	\$7,408.34	\$27,886.50	\$29,633.28	\$88,900.00
16 Facilities use income	\$990.00	\$8.34	\$3,311.00	\$33.28	\$100.00
OTHER INCOME	\$9,091.60	\$7,416.68	\$31,197.50	\$29,666.56	\$89,000.00
TOTAL REVENUE	\$22,801.68	\$17,750.02	\$70,365.50	\$70,999.84	\$213,000.00
EXPENSES					
22 Licenses & Taxes	\$0.00	\$66.67	\$415.67	\$266.64	\$800.00
24 Altar Guild	\$0.00	\$16.67	\$0.00	\$66.64	\$200.00
25 Maintenance & Repairs	\$0.00	\$41.67	\$0.00	\$166.64	\$500.00
26 Supplies	\$0.00	\$70.84	\$622.64	\$283.28	\$850.00
WORSHIP	\$0.00	\$195.85	\$1,038.31	\$783.20	\$2,350.00
PERSONNEL EXPENSES					
29 Salaries & Wages	\$6,362.80	\$6,371.59	\$25,451.32	\$25,486.28	\$76,459.00
30 Payroll Taxes	\$101.10	\$110.50	\$2,787.55	\$442.00	\$1,326.00
32 Employer Retirement Cont	\$734.51	\$808.59	\$2,938.04	\$3,234.28	\$9,703.00
37 Housing Allowance	\$250.00	\$250.00	\$1,000.00	\$1,000.00	\$3,000.00
38 Pastor Social Security Off	\$416.82	\$416.67	\$1,667.28	\$1,666.64	\$5,000.00
39 Supply Pastor	\$1,050.00	\$166.67	\$1,850.00	\$666.64	\$2,000.00
Compensation	\$8,915.23	\$8,124.02	\$35,694.19	\$32,495.84	\$97,488.00
41 Insurance	\$124.87	\$125.00	\$624.35	\$500.00	\$1,500.00
42 Workers Comp Insurance	\$0.00	\$37.50	\$895.53	\$150.00	\$450.00
43 Employer Provided Housit	\$416.66	\$416.67	\$1,666.64	\$1,666.64	\$5,000.00
Benefits & Insurance	\$541.53	\$579.17	\$3,186.52	\$2,316.64	\$6,950.00
44 Literature and Study Mater	\$0.00	\$16.67	\$0.00	\$66.64	\$200.00
48 Continuing Education	\$797.61	\$83.34	\$797.61	\$333.28	\$1,000.00
49 Discretionary Fund	\$0.00	\$41.67	\$0.00	\$166.64	\$500.00
50 Auto Expense Reimbursen	\$0.00	\$25.00	\$0.00	\$100.00	\$300.00
TOTAL PERSONNEL EXP	\$10,254.37	\$8,869.87	\$39,678.32	\$35,479.04	\$106,438.00
CONGREGATION					
53 Education, Seminar & Con	\$0.00	\$100.00	\$0.00	\$400.00	\$1,200.00
55 Other Business Expenses	\$0.00	\$150.00	\$0.00	\$600.00	\$1,800.00
TOTAL CONGREGATION	\$0.00	\$250.00	\$0.00	\$1,000.00	\$3,000.00
ADMINISTRATION					
58 Maintenance & Repairs	\$0.00	\$333.34	\$220.28	\$1,333.28	\$4,000.00
59 Outside Services	\$0.00	\$0.00	\$5.18	\$0.00	\$0.00
60 Bookkeeping Services	\$0.00	\$1,375.00	\$5,100.00	\$5,500.00	\$16,500.00
61 Organist	\$0.00	\$125.00	\$1,000.00	\$500.00	\$1,500.00
62 Postage and Shipping	\$0.00	\$12.50	\$59.75	\$50.00	\$150.00
63 Supplies	\$360.85	\$54.17	\$402.47	\$216.64	\$650.00
65 Technology	\$67.00	\$166.67	\$268.00	\$666.64	\$2,000.00
66 Banking Activities	\$13.80	\$14.59	\$14.68	\$58.28	\$175.00
TOTAL ADMINISTRATION	\$441.65	\$2,081.27	\$7,070.36	\$8,324.84	\$24,975.00
PLANT OCCUPANCY					
68 Insurance	\$0.00	\$682.67	\$9,175.04	\$2,730.64	\$8,192.00
69 Licenses & Taxes	\$21.00	\$625.00	\$3,134.68	\$2,500.00	\$7,500.00
71 Outside Services	\$1,468.54	\$0.00	\$1,468.54	\$0.00	\$0.00
72 Gardening	\$545.00	\$533.34	\$2,180.00	\$2,133.28	\$6,400.00
73 Janitorial	\$0.00	\$305.00	\$1,525.00	\$1,220.00	\$3,660.00
74 Supplies	\$39.18	\$50.00	\$96.11	\$200.00	\$600.00
75 Utilities	\$2,184.89	\$3,404.17	\$13,877.47	\$13,616.64	\$40,850.00
76 Property Committee	\$0.00	\$750.00	\$8,725.00	\$3,000.00	\$9,000.00
77 Capital Improvements	\$1,241.25	\$1,241.25	\$4,965.00	\$4,965.00	\$14,895.00
TOTAL PLANT OCCUPANCY	\$5,499.86	\$7,591.43	\$45,146.84	\$30,365.56	\$91,097.00
PLANT, OCCUPANCY &	\$5,941.51	\$9,672.70	\$52,217.20	\$38,690.40	\$116,072.00

Budgeted Financial Statement for Period 4 - April

GSLC Income Statement

<u>Account #, Description</u>	<u>Actual for</u>	<u>Budget for</u>	<u>Actual YTD</u>	<u>Budget YTD</u>	<u>Budget Annual</u>
COMMUNITY	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL EXPENSES	\$16,195.88	\$18,988.42	\$92,933.83	\$75,952.64	\$227,860.00
REVENUES OVER (UNDER)	\$6,605.80	(\$1,238.40)	(\$22,568.33)	(\$4,952.80)	(\$14,860.00)
Transfers	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
97 Fellowship Committee	\$207.00	\$0.00	\$455.00	\$0.00	\$0.00
98 El Salvador School Schola	\$850.00	\$0.00	\$3,305.87	\$0.00	\$0.00
102 Resurrection Church, El S	\$575.52	\$0.00	\$1,616.60	\$0.00	\$0.00
106 Friend Feeding Friends	\$1,875.00	\$0.00	\$8,660.03	\$0.00	\$0.00
111 Capital Improvements	\$355.00	\$0.00	\$1,460.00	\$0.00	\$0.00
Restricted Contributions	\$3,862.52	\$0.00	\$15,497.50	\$0.00	\$0.00
115 Winter Nights	\$0.00	\$0.00	(\$1,217.19)	\$0.00	\$0.00
116 El Salvador Scholarships	\$0.00	\$0.00	(\$10,045.00)	\$0.00	\$0.00
117 Resurrection Church El S	(\$3,995.00)	\$0.00	(\$3,995.00)	\$0.00	\$0.00
118 Friend Feeding Friends	(\$2,018.46)	\$0.00	(\$6,503.58)	\$0.00	\$0.00
120 Giving Thanks	\$0.00	\$0.00	(\$573.15)	\$0.00	\$0.00
122 Sabbatical Award	(\$7,791.22)	\$0.00	(\$7,791.22)	\$0.00	\$0.00
125 Fellowship Committee	(\$299.20)	\$0.00	(\$453.27)	\$0.00	\$0.00
135 Capital Improvements & I	\$0.00	\$0.00	(\$7,329.96)	\$0.00	\$0.00
Restricted Expenses	(\$14,103.88)	\$0.00	(\$37,908.37)	\$0.00	\$0.00
RESTRICTED ACCOUNT	(\$10,241.36)	\$0.00	(\$22,410.87)	\$0.00	\$0.00
136 Interest/Dividend income	\$850.53	\$1,238.34	\$22,906.36	\$4,953.28	\$14,860.00
137 Unrealized Gains/Losses	\$5,946.18	\$0.00	\$25,938.09	\$0.00	\$0.00
NET INCOME	\$3,161.15	(\$0.06)	\$3,865.25	\$0.48	\$0.00

GSLC: Statement of Financial Position**Company#: 2 Name: Good Shepherd Lutheran Church**

Account	<u>4/30/23</u>
Bank of America Checking (0287)	\$88,194.77
Bank of America Debit Card (8614)	<u>\$3,227.70</u>
CASH	\$91,422.47
Vanguard STAR Fund (0056)	\$155,357.43
Vanguard Wellington Fund (0521)	\$163,512.90
Valuation Adjustment (0056/0521)	<u>\$1,033.56</u>
SECURITIES	\$319,903.89
Vanguard Endowment MMF (2222)	\$37,295.01
Vanguard Endowment Well (2222)	\$54,282.23
Valuation Adjustment (2222)	<u>\$22,865.61</u>
ENDOWMENT SECURITIES	\$114,442.85
	<u></u>
CURRENT ASSETS	\$525,769.21
	<u></u>
TOTAL ASSETS	\$525,769.21
Visa Citi Costco Business Card 2535	\$0.00
FICA (SS) Taxes Withheld	(\$0.01)
Medicare Taxes Withheld	(\$0.01)
Payroll non-cash clearing account	\$0.00
Capital Expenditure Reserve	\$4,965.00
Deposits received	<u>\$750.00</u>
CURRENT LIABILITIES	\$5,714.98
	<u></u>
LONG-TERM LIABILITIES	\$0.00
	<u></u>
TOTAL LIABILITIES	\$5,714.98
Capital Improve. & Maint. Fund	\$1,730.04
Sabbatical Award Fund	\$0.00
FFF Building Fund	\$22,821.13
Caedmon's Little Box Fund	\$190.87
Flowers Fund	\$319.79
Memorials Fund	\$13,025.11
Fellowship Committee Fund	\$3,852.07
Youth Fund	\$28,749.04
China/Silver Fund	\$7,491.70
Archive Reserve Fund	\$100.00
Bell Choir Fund	\$1,601.23
El Salvador School Scholarship Fund	\$8,220.29
Resurrection Church Fund	\$6,703.76
Winter Nights Fund	\$768.89
Community Christmas Dinner Fund	\$663.00
Giving Thanks Fund	\$0.00
Choir Fund	\$1,129.14
Friends Feeding Friends Fund	\$39,540.84
Ebenezer Fund	\$1,256.08
Kitchen Fund	\$8,000.00
Organ Fund	<u>\$6,491.43</u>
TEMPORARILY RESTRICTED	\$152,654.41
General Fund Equity	<u>\$367,399.82</u>
UNRESTRICTED	\$367,399.82
	<u></u>
NET ASSETS	<u>\$520,054.23</u>
TOTAL LIABILITIES AND NET ASSETS	\$525,769.21

COMMERCIAL CLEANING PROPOSAL

PREPARED FOR:

GOOD SHEPARD LUTHERAN CHURCH



WHY CHOOSE US?

Kaizon Solutions is a privately-owned and operated, full-service cleaning company. We have been in business since 1973.

- We provide a customized cleaning solution for every cleaning schedule based on the facility, the type of industry, budget amount, and personal preferences shared with us during the initial meeting.
- Our process- we believe that when procedures are followed, there is consistency in practice for work processes. This helps to ensure that things are done the same way, every time and that all steps are followed.
- We pay our cleaning technicians more than the industry standard because we believe in finding the best staff and investing into them. Our cleaning technicians are background checked, drug screened, bonded, and insured.
- Our Operations department does regular follow up calls, site visits and inspections to proactively ensure a high level of customer satisfaction is being met consistently.
- Partnering with Kaizon Solutions provides you peace of mind, allowing you to devote your time and energy on your business, not the cleanliness of your building.
- We use the latest technology and standards in our bidding process to create the most accurate bid while keeping in mind budget restraints for our customers.

SERVICE GUARANTEE

We will respond to issues or concerns within 24 hours and will do everything that it takes to correct the issue by the next scheduled service.

SCOPE OF WORK

EACH SERVICE

- | | |
|--|--|
| <ul style="list-style-type: none">• Remove trash and spot clean trash receptacles• Clean and disinfect desks, countertops, table tops• Clean and disinfect drinking fountains• Spot vacuum all carpeted floors• Mop and disinfect all hard surface floors• Spot clean all mats and runners• Spot clean glass entrance doors and partitions | <ul style="list-style-type: none">• Clean and disinfect toilet bowls, urinals and sinks• Spot clean restroom mirrors• Clean and disinfect sinks and dispensers• Spot clean chairs, cabinets and vending machines• Clean and disinfect break room surfaces• Clean and disinfect break room appliance exteriors• Restock restroom/break room dispensers with Customer's supplies |
|--|--|

WEEKLY

- | | |
|--|---|
| <ul style="list-style-type: none">• Dust horizontal surfaces such as file cabinets, copy machines, bookshelves and tables (excludes walls)• Dust vinyl furniture if applicable• Spot clean bathroom walls, partition walls and door• Clean and disinfect smudges from desks, partitions, doors and light switches | <ul style="list-style-type: none">• Dust desktops and accessories such as calculators, calendars, letter trays, etc.• Vacuum or damp mop mats and runners• Clean and disinfect restroom mirrors |
|--|---|

MONTHLY

- | | |
|--|---|
| <ul style="list-style-type: none">• Clean and disinfect partition walls and doors in restrooms• Low dusting of chair rails and legs, desk and table legs, baseboards, ledges, vents, etc.• High dusting of ledges, picture frames, door frames, wall vents, etc. | <ul style="list-style-type: none">• Vertical dusting of sides of desks, cabinets, files, bookshelves, etc.• Dust window sills• Vacuum upholstered furniture |
|--|---|

OTHER SERVICES OFFERED

Carpet

- Spot removal
- Hot water extractions

Hard Surface Floors

- Burnishing
- Strip and refinish (wax)
- Maintenance plans

Supply Management

- Paper products
- Hand soap
- Trash can liners

Windows

- Washing blinds
- Washing Inside and Outside (ground floor only outside)

Upholstery and Workstations

- Vacuum partitions
- Extraction cleaning

Lighting

- Cleaning lights and light fixtures
- Replacing bulbs

Post Construction Clean-Ups

- Picking up construction debris
- Renting dumpster and hauling away debris
- Deep cleaning of newly finished area

Facility Maintenance

- Floor maintenance plans
- Light electrical & plumbing repairs
- Painting
- Parking lot maintenance
- After-Hours Emergencies

One-time Cleans

- Deep cleaning before move-in
- Deep cleaning after move-out
- Cleaning up after special events

PRICING AGREEMENT

Customer:	Good Shepard Lutheran Church
Cleaning Location:	4000 Clayton Rd Concord, CA 94521
Type of Service:	Monthly Janitorial Service
Frequency:	1 time per week
Pricing:	\$525.00 per month
Start Date:	06/30/2023

Pricing valid 90 days from delivery date.

Other Conditions
<p>Special Service Options:</p> <p>_____ Sanctuary Cleaned 1x a week, \$245 per month</p> <p>_____ Fireside Room Cleaned 1 x week \$85.80 per month</p> <p>_____ Carpet Clean Sanctuary Only \$1,595</p> <p>_____ Carpet Clean No Sanctuary \$525</p> <p>_____ Strip & Wax \$735</p> <p>Initial on the line to approve any of these services.</p> <p>_____ We can provide a 25% discount for a non-timed account. This is when cleaner can come and go with key after hours.</p>

By executing this Agreement, the parties agree to be bound by the terms and conditions set forth in the accompanying Service Agreement.

SERVICE AGREEMENT

This Agreement is made between KAIZON SOLUTIONS, located at 1580 Oakland Rd Ste C206 San Jose, CA 95131, and Good Shepard Lutheran Church, located at 4000 Clayton Rd Concord, CA 94521 ("CUSTOMER"). Both KAIZON SOLUTIONS and CUSTOMER agree that KAIZON SOLUTIONS will begin service on, 06/30/2023, with the following terms and conditions:

1. CUSTOMER agrees to contract and pay KAIZON SOLUTIONS \$525.00 each month to perform janitorial services according to the preceding PRICING AGREEMENT.
2. CUSTOMER agrees service may be performed on Wednesday, ("cleaning days").
3. CUSTOMER agrees services may be performed between the hours of 3:00 PM and 5:00PM.
4. KAIZON SOLUTIONS, agent representative or independent contractor will provide all chemicals, equipment, labor and supervision. CUSTOMER will provide all restroom paper products, hand soap, trash can liners, and any other necessary items unless otherwise agreed upon.
5. CUSTOMER agrees to verbally notify KAIZON SOLUTIONS of any non-performance prior to written notification.
6. CUSTOMER agrees that during the term of this Agreement and within one (1) year after termination of this Agreement, it will not employ directly or indirectly any employees, agent representatives or independent contractors of KAIZON SOLUTIONS.
7. CUSTOMER agrees to an Agreement Term of one (1) year. All service dates not rendered at the request of CUSTOMER will extend this Agreement Term by an equal number of days. Continuing thereafter month-to-month until CUSTOMER gives written notice of termination at least thirty (30) days prior to said termination date. All written notices must be timely.
8. CUSTOMER agrees this Agreement may be terminated by CUSTOMER for non-performance only, and CUSTOMER must give KAIZON SOLUTIONS written notice specifying in detail the nature of any defect in performance by sending an email to support@kaizonsolutions.com. A non-performance defect is defined as the failure, neglect or refusal to perform an act stipulated under this Agreement's Scope of Work, or as outlined in the Other Conditions section. Upon the effective date of receipt of written notice of non-performance, KAIZON SOLUTIONS, at its election, will have up to ten (10) cleaning days in which to cure the defect in performance regarding the Scope of Work or Other Conditions. In the event the defect is not cured according to the Scope of Work or Other Conditions within ten (10) cleaning days from the effective date of such notice, the CUSTOMER will provide a second written notification, as described herein to KAIZON SOLUTIONS of the failure to cure the defect. In the event the second notice is not received within five (5) business days from the end of the tenth (10th) cleaning day from the effective date of the first notice, all deficiencies will be deemed cured. In the event the second notice is received within the required time period, this Agreement shall terminate thirty (30) days from the date of the second notice. In the event the second notice is not received within the specified time, all alleged non-performance by KAIZON SOLUTIONS will be deemed cured.
9. Payment Terms: Invoices are sent out on the 1st of each month, with current payment due by the 30th of that month, delinquent by the 10th of the following month. A finance charge of 1.5% per month will be assessed on all delinquent accounts.
10. CUSTOMER agrees to pay KAIZON SOLUTIONS all legal costs, attorney fees, collections costs, and late fees arising from enforcement of this agreement.
11. CUSTOMER agrees to pay all sales or use tax levied by a taxing authority on the value of the services provided or supplies purchased.
12. This agreement supersedes any and all prior agreements between KAIZON SOLUTIONS and CUSTOMER.
13. KAIZON SOLUTIONS annually observes the following holidays: New Year's Day, President's Day, Easter, Memorial Day, Fourth of July, Labor Day, Thanksgiving, and Christmas.

Good Shepard Lutheran Church

KAIZON SOLUTIONS

Authorized Company Representative Signature

Name: _____

Title: _____

Date: _____

Name: *Kristen Trojel*

Title: Account Executive

Date: 6/9/2023



KAIZON
SOLUTIONS



MAX1LLC-01

BPerez

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

1/5/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Brier Payne Meade Insurance 12900 Metcalf Ave Suite 200 Overland Park, KS 66213		CONTACT NAME: Beverly Perez PHONE (A/C, No, Ext): (816) 318-3648 FAX (A/C, No): (816) 322-6996 E-MAIL ADDRESS: bperez@bpminsurance.com	
		INSURER(S) AFFORDING COVERAGE	
		INSURER A: General Casualty Company of Wisconsin	
		INSURER B: Evanston Insurance Company	
		INSURER C: Ohio Security Insurance Company	
		INSURER D: State National Insurance Company, Inc.	
		INSURER E: Old Republic	
		INSURER F:	

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> <input type="checkbox"/> GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:			BPK001059400	1/1/2023	1/1/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			BCA000663500	1/1/2023	1/1/2024	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 0			EZXS3101133	1/1/2023	1/1/2024	EACH OCCURRENCE \$ 2,000,000 AGGREGATE \$ 2,000,000 \$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y / N <input checked="" type="checkbox"/> N	N / A	XWS2262419661	1/1/2023	1/1/2024	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
D	Cyber/Internet Liabi			EHJADK00718267	1/1/2023	1/1/2024	Cyber Liability \$ 1,000,000
E	Fidelity Bond			W150290428	1/1/2023	1/1/2024	Employee Dishonesty \$ 50,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

CANCELLATION

EVIDENCE OF INSURANCE FOR YOUR RECORDS	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE <i>Beverly Perez</i>

KAIZON
SOLUTIONS

Property Service Workers Protection Act

The Property Service Workers Protection Act is a newly passed law that requires all janitorial employers to:

1. Register with the State of California Labor Commissioner's Office by October 1, 2018
2. Provide employees sexual harassment prevention training every two years

Janitorial Registration Frequently Asked Questions

Q: What is the deadline for janitorial service providers to be registered with the Labor Commissioner's Office?

A: The Property Service Workers Protection Act requires all janitorial service providers to be registered by October 1, 2018 to be in compliance with the law and avoid penalties. The registration is valid for one year and must be renewed annually.

Q: Who must register as a janitorial service provider or contractor?

A: Anyone that employs at least one employee and one or more covered workers, and that enters into contracts, subcontracts, or franchise arrangements to provide janitorial services must register yearly with the Labor Commissioner's Office.

Q: What are the consequences for janitorial contractors who fail to register?

A: Janitorial contractors or employers who fails to register are subject to a civil fine of \$100 for each calendar day the employer is unregistered, not to exceed \$10,000.

Q: What are the consequences for hiring unregistered janitorial contractors?

A: Any person or entity that contracts for janitorial services with an employer not registered at the time the contract is executed, extended, renewed, or modified, is subject to a civil fine of \$2,000 to \$10,000 in the case of a first violation, and a civil fine of \$10,000 to \$25,000 for a subsequent violation.

Kaizon Solutions wants customers to make an informed decision when selecting a provider for their janitorial needs. If you decide to go with another company, please remember to ask if they are registered under the new Property Service Workers Protection Act. Going with the lowest bidder could mean unnecessary and costly fines for your business.

Use the website and registration number below to verify Kaizon Solutions ' registration with the state:

- <https://cadir.secure.force.com/RegistrationSearch>



Date: 6/7/2023

Team: Social Ministry

Name: Scott Etzel

SPECIAL RECOGNITIONS:

Dana Deniston and the FFF volunteers – For ongoing service to the community with Friends Feeding Friends programs distributing food, clothing, and furnishings to those in need.

Mike Henry for coordinating the Fellowship Hall kitchen remodel project in addition to all of the other property work he is doing on campus.

PAST EVENTS/ ACCOMPLISHMENTS:

Friends Feeding Friends (FFF) summary for May 2023

- Provided food for 4,271 people (3801 with groceries for our neighborhood clients, and 470 hot meals for shelter clients.)
- Our commercial freezer went down due to power outages and overheating in one of our rooms. We rescued as much meat as possible and cooked around 150 lbs. as an extra meal for the shelter. Clients were overjoyed to feast on roast pork, hamburger, baked chicken drumsticks, hot wings and garlic prawns. So, we provided 2 meals that week, our usual 3rd Saturday lunch, plus the rescued meat meal.
- We summarized a pantry experience about a man from Cuba. [We forwarded the story to the food bank and their marketing group and upper management would like to publish it to show the importance of the work we all do.](#)
- Received many furniture, household and clothing donations this month. We also received large food donations from Saint Matthew, Concord Bishop's Storehouse, the shelter and community members. We, in turn, were able to help many people with these donations.
- Provided household furnishings directly for 7 households, and also arranged for 3 caseworkers to pick up furniture from donors in the community for their clients.
- For the shelter, in addition to meals, we provided razors, pillowcases, bath towels, blankets, pillows, clothing, milk, juice, rolling carts and bottled drinks.
- We delivered groceries to a Senior each week, and to a disabled woman and her family.
- Current church financial liabilities designated for FFF in Balance Sheet as of April 30, 2023 are:
 - \$22,821.13 – FFF Building (fund) (approximate as of March 2023)
 - \$39,540.84 - Designated Special Purpose (DSP).
 - \$3,227.70 - FFF Debit Card balance

Senior Food Program

- GSLC partnered with the Food Bank of Contra Costa and Solano Counties to provide free groceries to seniors age 55 or older on the first and third Thursdays in May (May 4th and 18th).

American Red Cross Blood Drives

Have confirmed the following dates for American Red Cross Blood Drives at Good Shepherd;

- Thursday, June 8th (9 am to 3 pm). [Click here to make an appointment](#)
- Thursday, October 12th
- Thursday, December 14th

Date: 6/7/2023

Team: Social Ministry

Name: Scott Etzel

UPCOMING EVENTS/GOALS:

- None

LONG TERM GOALS: [Events or goals that extend beyond 2 months. Include dates.]

- FFF food distribution move from Fellowship Hall/kitchen into spare office in Fellowship Hall (2023).

CONCERNS: [Any concerns for the upcoming months]

- FFF: Temporary loss of kitchen use by FFF while it is remodeled in 2023. This includes daily food distribution during week as well as cooking for shelter meals once per month on Saturdays.
- FFF: Storage of household goods and furnishings in Luther Hall, and in some rooms on second floor of office building over capacity preventing access in the event of an emergency such as a fire or electrical issue. Note: Significant progress made in clearing access lanes in main room on second floor of office building in Spring of 2022.

OTHER COMMENTS: [Any other comments]

- None

COUNCIL ACTION ITEMS:

- None



Date: June 13, 2023

Team: Word & Sacrament

Name: Rev. Serrano

SPECIAL RECOGNITIONS:

- Marcia Sander and Susan Metzger: Thank you all so much for helping at Good Shepherd's PRIDE booth.
- Kathy & Renee Reis: Thank you for setting up worship in the Park at PRIDE.
- Rich Hertless & Mike Henry: For driving in the PRIDE Parade.

PAST EVENTS/ ACCOMPLISHMENTS:

PRIDE PARADE:

- WORSHIP: We worshipped with Clayton Valley Presbyterian Church in downtown Clayton. 22 people from Good Shepherd attended worship.
- PARADE: 16 People were in the Parade.

WORSHIP: The Council voted several month ago to begin worshipping in the hall. The smaller space fosters more community and livelier worship. The space also has much more light which seems to inspire more joy for everyone. We will continue to worship in the hall through August.

UPCOMING EVENTS/GOALS:

LONG TERM GOALS: [Events or goals that extend beyond 2 months. Include dates **2022-2023 Goals**

1. Re-ignite our ministry of visiting homebound members.
 1. Take them communion
 2. Invite congregation members along on these visits.
2. Find means of invigorating worship
 1. Recruit Congregation Members to speak in church
 2. Pulpit Swap with other congregations
3. Create Small Groups that meet on a regular basis.
 1. Strive to have most congregation members active in a home group.
4. Growth and Evangelism
 1. Create programs, tools, and preaching series to aide with growth and evangelism.

2022-2023 Goal Progress

Goal 1:

- I have been putting out the invitation in our weekly newsletter for parishioners to join me in worship. I have not had anyone take me up on this offer.

Goal 2:

- October 16, 2022: Sue Hertless preached.
- I have recruited people to give a testimony during Advent.
 - Advent 1: Kristi Buchholz
 - Advent 2: Scott Etzel
 - Advent 3: Elsie Witt
 - Advent 4: Jessica Serrano
- March 19, 2023: Scott Etzel spoke about Home groups.
- April 30, 2023: Kathy Reis Spoke about Home Groups.
- I have changed the order of worship to include a block of singing at the beginning of the service. My hope is that people will use the time of singing as a way to bring themselves before God in worship and prayer.

Goal 3:

- Pilot Small group was started February 2, 2023 and continues to meet on Thursday nights.
- May 4, 2023 A Small Group started and meets Thursday at 1:00pm at Good Shepherd.

Goal 4:

- I have changed this goal from - Restructure the organization of the congregation in our constitution and bylaws- and am working instead on creating ways for us to grow our congregation and focus on evangelism.
 - Scott Etzel and I have been meeting regularly to plan growth & Evangelism discussion during council meeting
 - During council we have been discussing growth & Evangelism
- I have started a preaching series on spiritual gifts. This series will lead into what it means to be a committed disciple.

CONCERNS: [Any concerns for the upcoming months]

OTHER COMMENTS: [Any other comments]

ACTION ITEM: “I motion that we use \$2,000 from our memorials fund to purchase a 75’-80’ TV, a wall bracket, apple tv, and the necessary cords”

This tv will be put up on the right side of the cross in the hall to use primary for summer worship. It can also be used for any renter to use (in time) who have slideshows, or presentations to show. I also think it can act as a way for us to put up announcement throughout the year of church events during fellowship hour.

UPCOMING DATES:

July 2- 7: Pastor will be on Vacation (Sam La Due will be Pulpit Supply on July 2)

July 17-20: ELCA Rostered Minister Gathering (gathering of all pastors of the ELCA)

September 14-17: Sierra Pacific Synod Assembly