

Personnel Policy Committee

Date: October 28, 2021 **Time Called to Order:** 6:09 p.m.

Committee Member		Present	Absent	Staff:		Present	Absent
Cathy Clark	Mayor	X		Machell DePina	Human Resources	X	
Laura Reid	Councilor	X		Kristen Meyers	Human Resources	X	
Elizabeth Smith	Councilor		X				

Introduced
Reviewed
Discussed

Agenda Item					Action Taken
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Approval of Minutes	X	X	X		Minutes approved.
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Review of Quarterly Report Memo	X	X	X		<p>HR Director DePina & HR Generalist Meyers walked the committee members through the memo and attachments and responded to questions.</p> <p style="margin-left: 20px;">X Chair Clark shared thoughts on need for a new position for Emergency Preparedness as a priority for the upcoming budget and suggested addition to the Police Fee as a tangible and timely option. Notes on this to be provided to the City Manager. ✓Shared verbally on 10.29.2021.</p> <p style="margin-left: 20px;">X Additional discussion regarding potential Library Director position by Councilor Reid. Chair Clark confirmed need for a publicly funded PT position to qualify for an official library. Anticipated this item will be discussed further in the future.</p>
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			X		Chair Clark asked HR Director DePina to arrange for a conference call with the Prothman representative to discuss next steps in the City Manager recruitment. ✓Zoom meeting & Work Session held on 11.29.2021.
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			X		Draft communication shared from City Manager to all employees regarding trial period for allowing limited, brief visits of pets in the workplace beginning November 8, 2021. A calendar to be used and all issues, if any, to be address by the City Manager.
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Other Business					
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Next Meeting: January 24, 2022					Adjourn: 7:48	Minutes Approved: 1.24.22
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