

Personnel Policy Committee

Date: Tuesday, September 17, 2019 **Time Called to Order:** 6:25 p.m.

Committee Member		Present	Absent	Staff:		Present	Absent
Cathy Clark	Mayor	X		Machell DePina	Human Resources	X	
Kim Freeman	Councilor	X		Kristen Brokaw	Human Resources		X
Laura Reid	Councilor	X					(excused)

Agenda Item	Introduced	Reviewed	Discussed	Action Taken
Approval of Minutes	X	X	X	Approved
Review of City Manager & City Attorney Performance Evaluation Process	X	X	X	Reviewed current process and questions, other City of Keizer processes and tools and the process utilized by the City of Grants Pass as it was shared with the Mayor at a recent conference. Using the Grants Pass process as an initial template, walked through a number of changes and revisions to more accurately reflect City of Keizer culture, values, etc. Machell will provide a draft document to PPC members by email. Members will add/revise and final draft will be shared with the City Manager, City Attorney and Council over the next few weeks.
Other Business				
Next Meeting: November 7 13, 2019			Adjourn: 8:39 p.m.	Minutes Approved: 11/13/2019