

Personnel Policy Committee

Date August 15, 2012 **Time Called to Order:** 12:30 p.m.

Committee Member		Present	Absent	Staff:		Present	Absent
Machell DePina	City of Keizer	X		Machell DePina	Human Resources	X	
Lore Christopher	Mayor	X		Susan Gahlsdorf	Finance	X	
Mark Caillier	Councilor	X					
David McKane	Councilor	X					

Agenda Item	Introduced	Reviewed	Discussed	Action Taken
Approval of Minutes		X		Approved
Discussion of Finance Department Organizational Structure/Staffing Issues	X		X	Recommendations provided – to be addressed again after Susan meets with employees, implements system conversion and determines next steps
Review of Cover Memo		X	X	Machell reviewed the cover memo – Some discussion on the <u>following items as the group moved through the memo:</u> X X Classification Review – requests, timing, workload X X New EAP Program – good initial review X X KPA Grievance & resolution – summary level, no details X X Potential Flu Clinic & Fitness Center partnership X X Need to review COLA language in Policy Manual X X Open WC Claims

Other Business

None

Archive Note: Cover Memo attached to Minutes, PPC Notebook available to view upon request to Human Resources Director.

Next Meeting: ~~November 7, 2012~~ 2/20/13 Adjourn: 1:27 p.m. Minutes Approved: by Committee Chair only (other members from 2012 meeting not present)