

Personnel Policy Committee

Date August 7, 2013 **Time Called to Order:** 12:30 p.m.

Committee Member		Present	Absent	Staff:		Present	Absent
Lore Christopher	Mayor	X		Machell DePina	Human Resources	X	
Cathy Clark	Councilor	X		Kristen Brokaw	Human Resources	X	
Jim Taylor	Councilor		X				

Agenda Item	Introduced Reviewed Discussed			Action Taken
Approval of Minutes		X		Minutes approved.
Review of Cover Memo		X	X	Cover memo was reviewed.
		X	X	All job descriptions have been signed.
		X	X	Performance evaluations have been completed.
		X	X	Updated HR forms.

Other Business

Confirm \$15/hour wage for LD Event Center Coordinator. Does it include insurance?

It does not – there is an additional stipend of \$400/month for insurance to be purchased by the LD employee.

Next Meeting: November 6, 2013

Adjourn: 1:00 pm

Minutes Approved: