

Personnel Policy Committee

Date: 08/04/2016 **Time Called to Order:** 6:04 pm

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	
Marlene Parsons	Councilor	X					

Agenda Item	Introduced	Reviewed	Discussed	Action Taken
Approval of Minutes		X		Approved.
Review of Cover Memo		X	X	Machell walked the committee through key sections of the memo and responded to questions.
Salary survey			X	All members agreed the City should move forward on completing a non-rep salary survey beginning in January 2017, including a strong sentiment that our non-rep employees are just as important as our represented employees and retention is critical to our capacity to operate with such limited FTEs.
Other Business				
HR related announcements at Council	X	X	X	Per Cathy, Chief Teague shared Monday night that the CSO position will supervise volunteers, National Night Out, Iris Festival, etc. Machell clarified the CSO may be a coordinator or leadworker, but the classification is not supervisory.
FY 2017-18 Budget Prep	X	X	X	Cathy requested HR be prepared to provide an ROI on health and wellness expenditures including workers compensation reductions and any other possible related benefits.
Next Meeting: 11/17/2016 6:00 pm – 8:00 pm Adjourn: 8:00 pm Minutes Approved: 11/17/2016				