

Personnel Policy Committee

Date: August 3, 2017 **Time Called to Order:** 6:00 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	X		Approved w/no changes.
Review of Quarterly Report Memo	X	X	X	HR Director DePina walked the committee through the memo and attachments and responded to questions. HR Generalist Brokaw also presented information in key program areas.
			X	PPC members confirmed interest in receiving information from CD Director Brown on status of his underfill employee's training progress as soon as it is available.
			X	PPC members requested a copy of the MH training material to be forwarded to them electronically.
City Manager & City Attorney Performance Evaluation Debrief			X	PPC members discussed the recent Executive Session and unanimously agreed to remove the anonymity portion of the process for the coming year. The SurveyMonkey tool and instructions to reviewers will be revised to reflect this decision.
Event Center Temp Turnover/Recruitment			X	PPC members discussed their concerns about the City's capacity to cover the ever growing use of the facility and the additional of work required to take on the Heritage House rental facility. They support the City looking at raising the Event Center hourly rate if feasible.

Other Business

Next Meeting: November 16, 2017 **Adjourn:** 7:35 PM **Minutes Approved:** November 16, 2017