

# Personnel Policy Committee

**Date:** July 27, 2020 | **Time Called to Order:** 6:04 p.m.

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

Agenda Item	Introduced	Reviewed	Discussed	Action Taken
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Approval of Minutes	X	X	X	Minutes approved.
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Review of Keizer Fire Department Inspections	X	X	X	As a leftover item from the prior quarterly meeting, HR Director DePina provided the three reports and committee members reviewed them.
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Review of Quarterly Report Memo	X	X	X	HR Director DePina walked the committee members through the memo and attachments and responded to questions.
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The Keizer Police Department Safety Inspection Checklist was provided after the meeting packet was finalized. HR Director DePina reviewed the noted issues verbally during the meeting. A copy of the inspection is saved in the master binder.

For the next meeting...	X			Committee members decided to schedule an additional meeting to dedicate time to review of the results of the recently completed City Manager and City Attorney performance evaluation processes.
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**Other Business**

**Next Meeting:** November 4, 2020

**Adjourn:**

**8:10 p.m. Minutes Approved:** *11/04/2020*