

Personnel Policy Committee

Date: June 7, 2018 **Time Called to Order:** 6:11 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				
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.
Other Business				
Review of CM and CA evaluation process	X		X	Conversation regarding current process and forms and interest in reviewing other forms and process for potential changes in future. Machell to provide copies of current forms and to share examples from other municipalities.
Schedule Change Request	X		X	One member had a conflict with the next meeting date of August 2 nd , group consensus to adjust to August 9 th . Machell to notify Tracy.
Next Meeting:	August 9, 2018		Adjourn:	7:23 PM Minutes Approved: August 9, 2018