

Personnel Policy Committee

Date June 6, 2012 **Time Called to Order:** 12:20 p.m.

Committee Member		Present	Absent	Staff:		Present	Absent
Machell DePina	City of Keizer	X		Machell DePina	Human Resources	X	
Lore Christopher	Mayor	X		Cathy Meeks	Human Resources	X	
Mark Caillier	Councilor	X					
David McKane	Councilor	X					

Agenda Item	Introduced	Reviewed	Discussed	Action Taken
Approval of Minutes		X		Approved prior quarter minutes.
Review of Cover Memo		X		Machell reviewed the cover memo – Some discussion on the <u>following items as the group moved through the memo:</u>
		X	X	<i>Discussed proposed revisions to the City Manager and City Attorney contracts. Agreed with recommended changes w/provision of formal back-up to ensure City Manager has capacity to take actual vacation. Recommended same language for City Attorney and potential vacation cash-out option for Department Directors.</i>
			X	<i>Discussed potential of adopting fee structure to cover cost of responding to public records requests and subpoenas involving personnel records. More research to be completed before recommendations offered. Samples to be provided by committee members.</i>
			X	<i>Discussed KPD classification review request (Crime Analyst). Confirmed situation appears to be more similar to SW Tech than City Attorney in regard to recruitment approach and will support similar type of recruitment upon confirmation of class review, establishment of classification & available funds.</i>
			X	<i>Discussed prior recommendation to end accounts w/Nationwide (457) and Colonial (supplemental), due to limited use & administrative costs. Agreed HR to work with City Attorney to notify employees (24 mo. in advance) and secure Council approval as needed to end agreements/contracts.</i>

Other Business

Councilor Caillier expressed dissatisfaction with Park Volunteer Waiver. Recommended review of SOLV waiver as template. Cathy suggested Scout form. Both to be forwarded to Tracy for review and consideration.

Archive Note: Cover Memo attached to Minutes, PPC Notebook available to view upon request to Human Resources Director.

Next Meeting: August 8, 2012 Adjourn: 1:20 p.m. Minutes Approved: Yes 8/15/12