

Personnel Policy Committee

Date June 1, 2011 **Time Called to Order:** 12:14 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		Approval w/abstention by Caillier– not a member during prior mtg.
Review of Cover Memo	X	X	X	Machell reviewed the cover memo – Some discussion on the <u>following items as the group moved through the memo:</u> <u>Employee Benefits</u> – Confirmed end of two year-long FMLA/OFLA intermittent leave requests. Discussed “on hold” status of ending one Deferred Comp provider. <u>Employee & Labor Relations</u> – Discussed status of KPA Arbitration. Discussed recommended changes to the City Manager & City Attorney Performance Evaluation survey tools based on last year’s input from Councilors. Gained agreement on questions to delete and questions to merge, resulting in reduction from 25 to 20 questions. Mark volunteered to work with Jim to use the online tool this year. <u>Public Records Requests</u> – Discussed increasing workload related to requests from the media. Rec’d direction to come to Council with costs and recommendation on how to address. <u>Building Access</u> – McKane shared concerns and issues regarding access to building after hours by those attending meetings. Machell to share concerns with Kevin Watson.

Other Business

*None – Meeting was short due to schedule conflict for PPC member(s). Review only a portion of the regular topics but members encouraged to contact Machell with any follow-up questions or concerns regarding memo contents and/or attached materials. **NOTE: August & November 2011 meetings canceled.***

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

Next Meeting: February 15, 2012 Adjourn: 1:08 p.m. Minutes Approved: