

# Personnel Policy Committee

**Date:** May 26, 2020 | **Time Called to Order:** 6:02 p.m.

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
Laura Reid	Councilor	X					

Agenda Item	Introduced	Reviewed	Discussed	Action Taken
Approval of Minutes	X	X	X	Minutes approved.
Review of Quarterly Report Memo	X	X	X	<p>HR Director DePina walked the committee members through the memo and attachments and responded to questions.</p> <p>X While discussing the upcoming Community Development Director recruitment, recommendations were made to ensure a diverse panel beyond Council members and a recommendation to invite someone from the Latin Business Alliance as well as perhaps the Woodburn Mayor and/or Councilors.</p>
For the next meeting...			X	HR Director DePina committed to providing copies of the Fire Marshall's inspections, which occurred in the 1 <sup>st</sup> quarter, as additional documents at the next quarterly meeting.

<b>Other Business</b>				

**Next Meeting:** July 27, 2020 | **Adjourn:** 8:18 p.m. | **Minutes Approved:** 7/27/20