



PUBLIC MEETING NOTICE PERSONNEL POLICY COMMITTEE

The Keizer Personnel Policy Committee will meet on **Monday, July 24, 2023 at 6:00 p.m.** The meeting will be held in the Robert L. Simon Council Chambers in the Keizer Civic Center, 930 Chemawa Rd NE, Keizer, OR. The agenda includes discussion items such as Personnel Policy - Update Status & Next Steps, and City Attorney Recruitment – Review of Draft Brochure & Timeline.

If you have any questions or need additional information, please contact Machell DePina, Human Resource Director at 503.856.3417.

Dated this 18th day of July 2023.

Melissa Bisset, MMC
City Recorder
City of Keizer

NOTICE FOR INFORMATIONAL PURPOSES ONLY

The City of Keizer is committed to providing equal access to all public meetings and information per the requirements of the ADA and Oregon Revised Statutes (ORS). The Keizer Civic Center is wheelchair accessible. If you require any service such as language translation or other interpretive services that furthers your inclusivity to participate, please contact the Office of the City Recorder at least 48 business hours prior to the meeting by email at bissetm@keizer.org or phone at (503)390-3700 or (503)856-3412. Audio recordings of all committee meetings are available on the City website – www.keizer.org. Thank you for your interest in the City of Keizer.



PERSONNEL POLICY COMMITTEE MEETING AGENDA

**MONDAY, JULY 24, 2023 - 6:00 P.M.
CITY COUNCIL CHAMBERS**

- 1. Call to Order**
- 2. Approval of Minutes – January 23, 2023**
- 3. Discussion**
 - a. Personnel Policy Manual – Update Status & Next Steps**
 - b. City Attorney Recruitment Review of Draft Brochure & Timeline**
- 4. Other Business/Staff Liaison Report**
- 5. Adjourn**

City of Keizer Mission Statement

Keep City Government Costs And Services To A Minimum By Providing City Services To The Community In A Coordinated, Efficient, And Least Cost Fashion

Personnel Policy Committee

Date: January 23, 2023 **Time Called to Order:** 6:03 p.m.

Committee Member		Present	Absent	Staff:		Present	Absent
Cathy Clark	Mayor	X		Machell DePina	Human Resources	X	
Shaney Starr	Councilor	X		Kristen Meyers	Human Resources	X	
Laura Reid	Councilor	X		Adam Brown	City Manager	X	
				Shannon Johnson	City Attorney	X	
				Debbie Lockhart	Deputy City Recorder		

Agenda Item	Introduced	Reviewed	Discussed	Action Taken
Approval of Minutes	X	X	X	Minutes approved.
Review of Quarterly Report Memo	X	X	X	HR Director DePina walked the committee members through the memo and attachments and responded to questions. Items discussed included police bargaining, collection of compensation data, management of OPFMLA or PLO, Health & Wellness activities, HRIS, safety inspections, risk management and workers comp.
Personnel Policy Committee Purpose and Procedures	X	X	X	Adam Brown distributed and reviewed a table summarizing information regarding what policies would require Council approval if authority was given to adopt personnel policies without Council approval. Following discussion regarding whether or not this committee was necessary and staff time involved in preparing for the meeting, committee members decided to schedule meeting dates with the idea that if the meeting was not necessary, it could be cancelled. Meeting dates selected were: 4/10/23, 7/24/23, 10/23/23 and 01/22/24.
City Attorney Recruitment Discussion	X	X	X	Mr. Johnson's retirement date is February 28, 2024. Discussion took place regarding how long of an overlap there should be between Mr. Johnson and the new City Attorney and bringing a recommendation to Council regarding use of an executive recruiting firm. Mr. Johnson strongly recommended that the new City Attorney have substantial Oregon experience. It was noted that a new job description has recently been okayed but Council should review it. Mayor Clark noted that a work session should be scheduled for this.

Other Business:				None
Next Meeting:	04-10-23	Adjourn:	7:52 p.m.	Minutes Approved: