

Personnel Policy Committee

Date: 10.24.2022

Time Called to Order: 6:07 p.m.

Committee Member		Present	Absent	Staff:		Present	Absent
Cathy Clark	Mayor	X		Machell DePina	Human Resources	X	
Laura Reid	Councilor	X		Kristen Meyers	Human Resources	X	
Elizabeth Smith	Councilor	X		Adam Brown	City Manager	X	

Agenda Item	Introduced	Reviewed	Discussed	Action Taken
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Approval of Minutes	X	X	X	Minutes approved.
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Review of Quarterly Report Memo	X	X	X	HR Director DePina walked the committee members through the memo and attachments and responded to questions.
			X	Members requested confirmation of public record that one comment on the City Manager's 6-month performance evaluation was not about him. Confirmed by recording and notes taken by the HR Director.
			X	Councilor Reid recognized Kaileigh Westermann for doing an excellent job communicating with the Stormwater Advisory Committee. Other attendees concurred.
			X	Members discussed importance of early planning and related timelines for leadership level recruitments given retire/rehires will be leaving. Copy of 2013 Chief of Police timeline and announcement to be shared w/PPC as reminder of prior experience.

Other Business

Request to City Recorder – came up while talking about orienting new employees			X	Send out Elected Essentials registration information and inform Councilors that Mayor strongly encourages attendance by all.
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Next Meeting: 01.23.2023		Adjourn: 7:45 p.m.	Minutes Approved: 1-23-23
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