

Personnel Policy Committee

Date: November 13, 2019 **Time Called to Order:** 6:16 p.m.

Committee Member		Present	Absent	Staff:		Present	Absent
Cathy Clark	Mayor	X		Machell DePina	Human Resources	X	
Kim Freeman	Councilor	X		Kristen Meyers	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 through the memo and attachments and responded to questions. HR Generalist Meyers also presented information in key program areas.</p> <p>X The committee members discussed and confirmed the draft City Manager and City Attorney Performance Evaluation forms and requested HR Director DePina review them with the City Manager and City Attorney as soon as possible. Additional work to complete includes development of training material for Council to effectively use the new forms.</p> <p>X While reviewing retirement data, committee members discussed the need for an unfunded liability carryover so the City can hire immediately following retirement or resignation and not have to wait for months. This will be added to the items discussed at the upcoming staffing work session.</p>

Other Business

Next Meeting: February 24, 2020 **Adjourn:** 8:19 p.m. **Minutes Approved:** 02/24/2020