

Shepherdstown Personnel Committee Minutes
April 9, 2021
10:30 a.m.

Town Hall – inside the large meeting room social distancing and masks

1. Members Present: Lori, Jenny Marty
2. Call to Order: 10:31 April 9, 2021
2. Approval of minutes: none
3. Visitors: none
4. Public Comments: None
5. Unfinished Business: none
6. New Business:
 - a. Open Town Hall during lunch:
 - We agreed to explore the pros and cons of keeping Town Hall open during lunchtime, and strategies for doing so if such a change were to be recommended. Lori clarified that our job would be limited to making a recommendation to Council based on our research and consideration of our own circumstances in Town. Our first job will be to see what local towns are doing about this issue- each of us will contact towns in Jefferson County: (Ranson: Lori; Bolivar, Charlestown: Jenny; Harpers Ferry: Marty).
 - b. Go over Employee Handbook- Lori noted that the personnel handbook has not been reviewed for some time, and we agreed that it would be valuable to do so over the upcoming months. We agreed that the various department managers need to be asked if they see a need for changes in the handbook, and if they have any type of policy/procedure documents for their own staff.

- c. Training – individual departments: We agreed that Department heads ought to be asked what types- if any- of inservice training might be of value to their staffs? Are there needs for training that are specific to their units? How is this accomplished now? A range of possible topics that might have general value were suggested, including ethics, customer service, de-escalation, and use of new technology.
- d. Terms of office- Lori suggested the idea of researching the pros and cons of changing the term length for Council members to a somewhat longer term- possibly 3 or 4 years, since it takes a good amount of time for new members to learn what is needed to function well in the role. We also discussed the possible benefits of staggering the roles such that not all members would be up for election at the same time. We recognized various questions need exploring- such as the overall pros and cons, legal/charter issues, costs, and the experience of other similar size towns.
- e. Town Manager- the idea of exploring the pros and cons of hiring a Town Manager was briefly discussed. We agreed on the need to look into the job description of such a role when one is used in other towns, as well as how that role is distinguished from other leadership roles. We recognized that there are a wide range of implications to this concept, and agreed to discuss more fully the possible pros and cons after collecting more information.

7. Next meeting: June, date TBD

8. Adjournment: 11:30

Respectfully submitted: Marty Amerikaner