

Shepherdstown Special Personnel Committee Minutes (DRAFT)

Thursday, December 8, 2022

5:30 pm

Town Hall

Social distancing and masks if unvaccinated

1. Members Present: Lori Robertson, Leah Rampy, Marty Amerikaner
2. Absent: Jenny Haynes
3. Call to Order: 5:30 p.m. by L. Robertson
4. Visitors: Steve and Harriett Pearson
5. Town Administrator – Revised job description.

- a. Recommendation to Council – vote required

L. Robertson – the committee, along with Chazz, have looked at the job description and the revisions are included here.

L. Rampy – would like verification that the Finance Committee has approved the salary and benefits package for the long term for this position.

L. Robertson – the Mayor stated the Finance Committee did approve the monies needed. We can re-confirm.

L. Rampy – want to be sure to include that this position is for a full-time individual in the ad, including the benefits package. Could add that a master's degree is required in a related field, or not.

L. Robertson – we can ask Amy Boyd if a special meeting can be held just for the discussion of the job description.

L. Rampy – generously offered to help layout the process from posting to hiring.

**L. Rampy – move to recommend the Town Administrator job description to Town Council. Second by M. Amerikaner. No objections noted.**

L. Rampy suggested a regular time slot for the Personnel Committee to meet. The 3<sup>rd</sup> Wednesday at 5:30 p.m. of each month was agreed to.

6. Adjournment:

**L. Rampy - move to adjourn at 6:06 p.m. Second by M. Amerikaner. No objections noted.**