

Shepherdstown Special Personnel Committee Minutes (DRAFT)

Wednesday, January 18, 2023

5:00 pm

Town Hall

1. Members Present:

Lori Robertson, Leah Rampy, Marty Amerikaner, Jenny Haynes

2. Absent: None

3. Call to Order: 5:14 p.m. by L. Robertson

4. Approval of December 2022 minutes-

J. Haynes - move to approve December 2022 draft Personnel Committee Minutes. Second by M. Amerikaner. No objections noted.

5. Visitors: Mayor Auxer

6. Public Comment -

7. Unfinished Business:

a. Town Administrator - Update -

Leah and Amy will work on the announcement for the job application/duties. Will post by Monday the 23rd and it will be on

the website, FB page, Municipal League, and our email blast. It will run for 30 days.

b. Employee Handbook - ideas to add - process for resignations, who gets keys to buildings, equipment/clothing provided, exit interviews, notice required , and table of contents.

c. Term Limits - in order to do term limits we'd have to have districts. If we still wanted it, can we have our four-year term elections in June and not follow the state, and would our ballot be included on the state WV ballot at the same polling location at Trinity?

d. Training - Sexual Harassment training - Update -

Leah has a powerpoint presentation and Lori will send to the committee. Should be for every employee, mandated, as well as for the council. Do we include volunteers? What should the report time frame be?

e. Job Descriptions - standard format - Update -

Decided to concentrate on the town administrators first.

8. New Business -

- Adjournment:

M. Amerikaner – move to adjourn at 6:09 p.m. Second by L. Rampy. No objections noted.