

Draft Minutes: Shepherdstown Personnel Committee  
Wed, March 22, 2023  
5:00  
Town Hall

1. Members Present: Lori Robertson, Leah Rampy, Jenny Haynes, Marty Amerikaner
2. Call to Order: 5:00pm by Lori
3. Approval of Jan 18, 2023 draft minutes: Marty moved, Leah second
4. Visitors: Steve Pearson
5. Public Comment: None
6. Unfinished Business:
  - a. Town Administrator- Update: The new Administrator position has been offered to Stephanie Grove.  
In preparation for her start, the following were identified as immediate needs:
    - i. Dedicated office space: proposal is for the Meeting Room on 2<sup>nd</sup> floor of Town Hall to be reconfigured into her office.
    - ii. Computer and other necessary supplies.
    - iii. Welcome message/press release for distribution to newspapers, Town website and email list.
    - iv. Invitation/request to Stephanie to attend and participate in Personnel Committee meetings.
    - v. Ask all Committee chairs to send minutes of their meetings to Stephanie.
    - vi. Town Council ought to develop a method to be involved in the evaluation and feedback process for this position.
  - b. Employee Handbook revisions: the new Administrator should be involved in Handbook revision process going forward; specifically she might review what we've done so far and to make any additional suggestions she has to the committee.
  - c. Term length: Lori reported that she had sent a message to the Town Attorney regarding proposed 4-year term lengths and how our election process would be affected. She is awaiting a reply.
  - d. Training- Sexual Harassment Prevention Training: Leah will talk to Amy concerning scheduling and process for conducting the training, including recording the program so that it can be used for future hires. Leah will also consult with Stephanie to ask what role she may want to play in this training

process.

- e. Job Descriptions: Lori said she will obtain current job descriptions from Frank and Woody and noted that Amy has several descriptions available for Town Hall employee jobs
7. None
  8. Adjournment: 5:40pm; Marty moved, Leah second

Respectfully submitted by Marty Amerikaner