

Shepherdstown Personnel Committee Agenda

Thursday, May 18, 2023

5:00 p.m.

Town Hall

Social distancing and masks if unvaccinated

1. Members Present:
2. Call to Order:
3. Approval of April 19, 2023 draft Personnel Minutes:
4. Visitors:
5. Public Comment:
6. Unfinished Business:
  - a. Employee Handbook Revisions – suggestions from S. Grove - UPDATE
  - b. Training – Sexual Harassment Prevention Training - UPDATE for Leah and Stephanie for the timing of training and materials.
  - c. Term Limits –UPDATE –

S. Grove was going to look into this more extensively -  
UPDATE

d. Town Administrator – UPDATE –

\* Status - UPDATE

\* Office space - UPDATE

\* Press release - has it been sent - UPDATE

\* Evaluation and feedback process - UPDATE

e. Job Descriptions - Updates - Frank/Woody/Amy - Amy should have  
them. UPDATE

7. New Business:

8. Adjournment: