

Shepherdstown Personnel Committee Agenda  
Thursday, April 19, 2023  
5:00 p.m.  
Town Hall  
Social distancing and masks if unvaccinated

1. Members Present: Lori Robertson, Leah Rampy, Jenny Haynes, Marty Amerikaner, Mayor Auxer  
Staff Present: Stephanie Grove
2. Call to Order: Lori called meeting to order at 5:00
3. Approval of March 22, 2023 draft Personnel Minutes: Motion to approve: Jenny; Second: Leah. No objections noted.
4. Visitors: none
5. Public Comment: none
6. Unfinished Business:
  - a. Employee Handbook Revisions – suggestions from S. Grove: Stephanie reported that she had just begun to review the Handbook; she will check with Amy to catch up on tentative changes that the committee has made thus far.
  - b. Training – Sexual Harassment Prevention Training - Update from Leah.: Stephanie will coordinate a review of the materials and timing for the training.

A more general concept of Harassment Prevention Training was briefly discussed, and we clarified that any further planning for this more general training will require input from Town Council.

Lori suggested a possible method for documenting attendance at training activities; Stephanie agreed with her general ideas, and will work on a more formal iteration of the plan,
  - c. Term Length –UPDATE –  
Need guidance from town attorney: Lori reported that Chazz (Town Attorney) had provided comments regarding how a change

in term length might impact the timing, dates, and location of elections for town offices.

d. Town Administrator – UPDATE

\* Position status - Stephanie reported that her transition into the new position is going well. She has her laptop and is working closely with Amy. Lori clarified that the Personnel Committee is available for Stephanie to come to for discussions of any personnel related issues. We had a brief discussion with Stephanie about how her position might develop in the immediate future.

\* Office space - She reports needing an L-shaped addition for her desk.

\* Press release – Stephanie noted that Amy is working on a press release; We suggested that it be sent to the Chronicle and to the Observer at a minimum.

\* Evaluation and feedback process-

e. Job Descriptions - Updates - Frank/Woody/Amy: Lori noted that Frank had told her that he thinks there are existing job descriptions for his team, and that Amy would have them.

7. New Business: none

8. Adjournment: 6:00- Marty moved to adjourn; Jenny seconded; no objections noted.

Respectfully submitted:

Marty Amerikaner