

DRAFT Shepherdstown Personnel Committee Minutes
Thursday, May 18, 2023
5:00 p.m.
Town Hall
Social distancing and masks if unvaccinated

1. Members Present: Lori Robertson (Chair), Jenny Haynes, Leah Rampy, Marty Amerikaner

Staff Present: Stephanie Grove

2. Call to Order: 5:00 by Lori

3. Approval of April 19, 2023, draft Personnel Minutes: two needed revisions were noted: the title should be “Minutes” rather than “Agenda” and the document should have been labeled as “DRAFT”. Pending those revisions, the minutes were approved without further questions.

4. Visitors: none

5. Public Comment: none

6. Unfinished Business:

a. Employee Handbook Revisions – suggestions from S. Grove - UPDATE

Stephanie reported that she had reviewed the Handbook, including the tentative changes made by the Committee thus far. She would like to make additional suggestions and will bring these to the Committee for review.

b. Training – Sexual Harassment Prevention Training - UPDATE
Stephanie reported that she had been in contact with the proposed presenter; no firm date has yet been established.

c. Term Length–UPDATE –
Stephanie reported that she had talked with Chazz Prinz (Town Attorney). He confirmed that changes to term lengths would require a change to the Town charter. If elections were held concurrently with

statewide elections, then our election would be part of the overall ballot, and voting held at the state election polling place. We can continue to hold our own elections if held at a different time. One possible strategy to maintain our control of Town elections and change the length of terms would be something like this:

Propose an initial, one-time change to 3 years, in order to move our elections to the off years while also proposing that subsequent elections be held every four years.

A question was raised concerning which elections get higher turnouts of town residents- our municipal elections or the statewide elections. Stephanie volunteered to do the research on this issue and report to the committee. Stephanie also noted that a bill had been introduced in the Legislature this past session to change all of the terms of office for publicly elected officials in the state to four years. That bill was not acted upon, but she speculated that it may be reintroduced next year.

d. Town Administrator – UPDATE –

- * Status - completed
- * Office space – completed
- * Press release – completed and sent out
- * Evaluation and feedback process - to be further discussed at our

August meeting

e. Job Descriptions - Stephanie will collect all available job descriptions from Amy and Frank, review and update them, and then bring them back to the committee.

7. New Business:

Stephanie reported that she had been invited to a county wide meeting focused on law enforcement dispatching processes which she plans to attend.

8. Adjournment: Leah moved; Marty seconded at 5:52

Next Committee meeting is scheduled for June 21 at 5:00