

Shepherdstown Draft Personnel Committee Minutes

Wednesday July 12, 2023

5:00

Town Hall

1. Members Present: Lori Robertson, Leah Rampy, and Jenny Haynes.

2. Absent: Marty Amerikaner

3. Call to order by Lori Robertson, Chair at 5:06 p.m.

4. Approval of May 18, 2023 Draft Personnel Minutes:

J. Haynes - move to approve the May 18, 2023 Draft Personnel Minutes. Second by L. Rampy. No objections noted.

5. Visitors: Stephanie Grove, Town Administrator

6. Public Comment: None

7. Unfinished Business:

A. Town Administrator- Update:

S. Grove stated that the position is going great and is happy to be here. She enjoys working with the staff. However, she is not fond of Quickbooks. There is another software program she really like and our IT person likes it as well. The county uses the same one she would like to switch to.

In preparation for her start, the following were identified as immediate needs:

- Dedicated office space: proposal is for the Meeting Room on 2nd floor of Town Hall to be reconfigured into her office. DONE

- Computer and other necessary supplies. DONE
 - Welcome message/press release for distribution to newspapers, Town website and email list. DONE
 - Invitation/request to Stephanie to attend and participate in Personnel Committee meetings. YES
 - Ask all Committee chairs to send minutes of their meetings to Stephanie. TO DO
 - Town Council ought to develop a method to be involved in the evaluation and feedback process for this position.
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 - B. Employee Handbook - UPDATE
- S. Grove - she is gathering more information - pending

B. Term length: the consensus was to keep our election separate and specific to Shepherdstown as to a date change. We would like to see it changed to 4-years. S. Grove suggested making the 1st election 3 year terms then go to 4-year terms in order to get them staggered. Stephanie presented her research on voter turnout. This idea would need to go to Council for discussion.

C. Training- Sexual Harassment Prevention Training: S. Grove will reach out to Leah's friend to get her on the calendar for training.

D. Job Descriptions: S. Grove has all of the job descriptions and is looking at them. Will discuss more once she gone through all of them.

E. Law Enforcement meeting dispatch process - S. Grove attended the meeting. This is more in the Chief of Police's ballpark to decide whether he agrees or disagrees with the process.

8. New Business:

L. Haynes - suggested we do a Meet the Officers in the meeting room so the public can meet them and have the opportunity to ask questions.

*** L. Robertson asked to go into Executive Session. S. Grove was not present at this time.

L. Rampy - move to go into Executive Session per WV Code Section 6-9A-4(b) (2) (A) at 5:32 p.m. Second by J. Haynes. No objections noted

J. Haynes - move to come out of Executive Session per WV Code Section 6-9A-4(b) (2) (a) at 5:40 p.m. Second by L. Rampy. No objections noted

9. Adjournment: **L. Rampy - move to adjourn at 5:41 p.m. Second by J. Haynes. No objections noted.**

Draft minutes Respectfully submitted by L. Robertson