

Shepherdstown Personnel Committee Agenda

Wednesday, October 18, 2023

5:00 p.m.

Town Hall

1. Members Present:
2. Call to Order:
3. Approval of September 20, 2023 Draft Personnel Minutes:
4. Visitors:
5. Public Comment:
6. Unfinished Business:
 - a. Employee Handbook Revisions – Stephanie -UPDATE
 - b. Training – Sexual Harassment Prevention Training - UPDATE
- Stephanie for the date.
 - c. Term Length from 2 to 4 years –UPDATE –
This needs to be put on the November Town Council Agenda
for discussion

d. Town Administrator – UPDATE –

e. Job Descriptions - S. Grove - review/update of job description.
UPDATE

f. Public Works Director - application process

* Responsibilities

* Change of title now from Public Works Director to something
more encompassing

g. Name tags/lanyards for town hall staff

7. New Business:

a. None

10. Adjournment: