

Shepherdstown Personnel Committee Agenda
Wednesday, September 20, 2023
5:00 p.m.
Town Hall

DRAFT MINUTES

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

Staff: Stephanie Grove

2. Call to Order: 5:10
3. Approval of August 16, 2023 Draft Personnel Minutes: Passed with no changes
4. Visitors: none
5. Public Comment: none
6. Unfinished Business:
 - a. Employee Handbook Revisions – UPDATE: Stephanie reported that she had met with the Town’s insurance provider. They have sample handbooks that will be made available to her.
 - b. Training – Sexual Harassment Prevention Training - UPDATE - Stephanie reported that the insurance company also offers HR training programs on a range of topics including Sexual Harassment. These can be provided in person and online. Stephanie agreed to gather more information for next meeting.
 - c. Term of Service –UPDATE –
Chazz reported via email that if we want to propose a change in term lengths for the Town’s elected officials (e.g. from 2 to 4 years) the Personnel committee would request that item be placed on the TC meeting agenda. Two steps are required from Council- first, a discussion about whether Council wants to proceed with this proposal. If the decision is to proceed, then we need to place a

legal ad in the newspaper to that effect and again place the proposal on the TC agenda and publicize the proposal to the community. If no written objections to the proposal are received, the change can take effect; if there are written objections, then the proposal would need to be placed on the next Town election ballot.

d. Town Administrator – UPDATE: Stephanie reports that all is going well.

e. Job Descriptions - S. Grove - review/update of job descriptions. UPDATE: Stephanie has collected and begun looking at the collection of staff job descriptions. She is working on proposed revisions.

7. New Business:

a. Public Works Director - application process

Lori noted the importance of clarifying the full scope of Frank's position, since it has evolved so much during his tenure. Further, we agreed on the importance of two tasks:

i) creating a listing of all responsibilities and work tasks for Public Works employees within the three "umbrellas" or sections within Public Works.

ii) Discussing possible revisions to the current title of Public Works Director, considering the full range of responsibilities assumed by Frank within his position.

b. Lori brought discussed the possible benefits of requiring name tags to be work by town employees in order to facilitate communication with residents and visitors.

10. Adjournment: Moved (Marty), seconded (Leah); 6:00