

Shepherdstown Draft Personnel Committee Minutes

Wednesday October 18, 2023

5:00

Town Hall

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

2. Absent: Marty Amerikaner

3. Call to order:

Lori Robertson, Chair, called the meeting to order at 5:09 p.m.

4. Approval of September 20, 2023 Draft Personnel Minutes:

L. Rampy - move to approve the September 20, 2023 Draft Personnel Minutes. Second by J. Haynes No objections noted.

5. Visitors: Stephanie Grove, Town Administrator

6. Public Comment: None

7. Unfinished Business:

A. Town Administrator- Update:

S. Grove - several boxes have been removed to a better location and the boxes that are still there are fine. The Munis Financial System for HR/Payroll - it's an all encompassing system. The current system doesn't allow the timesheets and the vacation and sick leave that people take to match up. It's a systems

problem. The Munis System will rectify this. Will make her job easier and more accurate.

B. Term Length - We will put this on a future council agenda to discuss the 4-year term length.

C. Training- Sexual Harassment Prevention Training: S. Grove to call Christine Jeffrey.

D. Job Descriptions: S. Grove has Frank's and is ready to review it. Woody and Kenny's are almost complete.

E. Employee Handbook Revisions - S. Grove wants to revisit the Accrued Leave portion of the handbook. She has found more in the handbook that needs to be addressed as well. She is looking at it in sections.

F. Public Works Director - application process -

* Responsibilities - S. Grove has found in her research that there is generally a 3-tiered umbrella. The Utilities Director with three Supervisors over Public Works, Water, and Sewer. The majority of Directors are engineers and report to the Town Administrator. L. Robertson found the same umbrella. We are a lot like Lewisburg in that they are also responsible for their own trash, sewer, water, and streets.

* Change of title now from Public Works Director to Utilities Director or Utilities/Public Works Director. S. Grove was going to speak with Frank.

G. Name tags/lanyards for town hall staff - A. Beall, Zoning Officer would like a shirt with his name and title as he has to go out in the field and people will know who he is. Possibly a blue shirt with gray lettering. Everyone else at town hall, a lanyard can work so they can wear nice clothing with a name that does not have to be pinned to their clothing.

8. New Business:

None

* L. Robertson - as a side note - can we send flowers to Amy for her surgery? S. Grove said she could do that. *

9. Adjournment: **J. Haynes - move to adjourn at 5:52 p.m. Second by L. Rampy. No objections noted.**

Draft minutes Respectfully submitted by L. Robertson