

Shepherdstown Personnel Committee Draft Minutes
Wednesday, March 20, 2024
5:00 p.m.
Town Hall

1. Members Present: Chair Lori Robertson, Leah Rampy, Marty Amerikaner, and Jenny Haynes
2. Absent: None
3. Staff: Town Administrator Stephanie Grove
4. Visitors: Kenny Shipley
5. Public Comment: None
6. Agenda Items:
 - a. Call meeting to order
Call the meeting to order by L. Robertson at 5:02 p.m.
 - b. Approval of February 28, 2024 Draft Personnel Committee Draft Minutes
M. Amerikaner - move to approve February 28, 2024 Personnel Committee Draft Minutes. Second by L. Rampy. No objections noted.
7. Unfinished Business:
 - a. Employee Handbook Revisions - Stephanie - UPDATE
S. Grove - is looking at the cost of a consultant. HR Consultant for Handbook Policy revisions and other HR needs.
L. Robertson and committee look forward to this happening. Pending
 - b. Sexual Harassment Prevention Training - UPDATE
Christine Jeffrey - Pending
 - c. Term Length from 2-4 years - UPDATE
Election timing - wait until after election. Keep on agenda.

- d. Town Administrator Needs - UPDATE
Munis Financial System for HR/Payroll - status
S. Grove - she has put this item in the budget and will go out to bid.

- e. Job Descriptions - UPDATE
S. Grove - still working on them and is making substantial headway and feels good about them. She also wants to start working a wage scale for all employees. Pending

- f. Public Works Director - Job search listing - UPDATE
 - 1. Interviewing Committee - S. Grove has reached out to those on the committee. The job position has been listed on the website and Indeed. To date she has received a few resumes with two possible interviews. We currently have no interim director so we need move forward with interviews. The interviews should ideally take place the second week of April.

 - 2. Interview Questions - S. Grove will create the questions for the interviews and send them to the committee for feedback and possible suggestions.

- g. Name tags/Lanyards for Town Hall staff - UPDATE
 - Zoning Officer - Blue shirt with gray lettering
 - Town Hall staff - remainder of staff - lanyards
 - K. Shipley suggested Cintas for the shirts. He will drop off a shirt and a jacket for Andy to look at. The safety clothing for Public Works should have reflective strip on the pants, shirts, and heavy jackets. Safety shoes, and muck boots for the sewer plant.

- h. Pay increase for elected officials - keep on March Agenda
 - L. Robertson - suggested the Mayor to \$6K from \$2K, Recorder to \$4K from \$1500.00, and Council to \$3K from \$1200.00.
 - S. Grove - would like to reach out to the Municipal League for some comparisons. Also, this change is an ordinance revision and not a charter change.
Would like to try to get implemented before May.

- 8. New Business:
 - a. None

- 9. Adjournment:
 - J. Haynes - move to adjourn at 5:42 p.m. Second by M. Amerikaner.**

No objections noted.