

Shepherdstown Personnel Committee Draft Minutes
Wednesday, May 22, 2024
5:00 p.m.
Town Hall

1. Members Present: Chair Lori Robertson, Leah Rampy, and Jenny Haynes (had to leave very early)
2. Absent: Marty Amerikaner
3. Staff: Town Administrator Stephanie Grove
4. Visitors: None
5. Public Comment: None
6. Agenda Items:
 - a. Call meeting to order
Call the meeting to order by L. Robertson at 5:01 p.m.
 - b. Approval of March 20, 2024 Draft Personnel Committee Draft Minutes
L. Rampy - move to approve March 20 , 2024 Personnel Committee Draft Minutes. No Second. 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.
The Council will start seeing changed/new policies in many different departments.
 - b. Sexual Harassment Prevention Training - UPDATE
Christine Jeffrey contact. S. Grove states that the new Public Works Director wants to see this get done sooner rather than later.
 - 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 is ready to go out for bid

e. Job Descriptions - UPDATE

S. Grove - is creating descriptions for Assistant Chiefs for the Water and Sewer plants. She is looking to promote one Water Department employee to Assistant Chief Water Operator. Public Works Director Woody Coe, has submitted a wage scale for all employees.

f. Public Works Director - Charles "Woody" Coe - UPDATE

1. Interviews and hiring decision - interviews were conducted by the Interviewing Committee and an endorsement of Woody Coe was put forth to Council where they voted to hire him.

S. Grove - stated that a change in which the way the purchase orders were being processed has been implemented to be more efficient for the bookkeeping aspect of the departments. We also now have an interview assessment form and evaluation sheet to go by.

g. Name tags/Lanyards for Town Hall staff - UPDATE

Zoning Officer - Blue shirt with gray lettering

Town Hall staff - remainder of staff - lanyards

S. Grove - she has been working with Amy thinking the tags can be created at Shepherd University.

She called Ranson to see who they use, as a second opinion for the shirts.

h. Pay increase for elected officials - keep on Agenda - UPDATE

L. Robertson - suggested the Mayor to \$6K from \$2K, Recorder to \$4K from \$1500.00, and Council to \$3K from \$1200.00.

S. Grove - she has reached out to the new Municipal League Assistant Director and is waiting to hear back.

8. New Business:

a. Supervisor Rotation - to come to the Personnel meetings - to include all supervisors. We will explore the structure of the positions and needs. It is more realistic to have them come every quarter; Water/Sewer/ Maintenance/Town

Clerk/Zoning/Town Administrator. The Mayor presides over the Police Department- do we have them attend too? **Keep on Agenda.**

9. Adjournment:

L. Rampy - move to adjourn at 5:35 p.m. No Second. No objections noted.