

Shepherdstown Personnel Committee Draft Minutes
Wednesday, June 19, 2024
5:00 p.m.
Town Hall

1. Members Present: Chair Lori Robertson, Town Administrator -Stephanie Grove, Leah Rampy, and Marty Amerikaner.
2. Absent: Jenny Haynes
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 May 22, 2024 Draft Personnel Committee Draft Minutes
L. Rampy - move to approve May 22 , 2024 Personnel Committee Draft Minutes. Second by M. Amerikaner. No objections noted.
7. Unfinished Business:
 - a. Employee Handbook Revisions - Stephanie - UPDATE
Update on HR Consultant for Handbook Policy revisions and other HR needs.
S. Grove - we can use Christine Jeffrey and will pursue a contract with her.
 - b. Sexual Harassment Prevention Training - UPDATE
Christine Jeffrey contact. The Public Works Director wants to see this get done sooner rather than later. It's possible to combine the contracts for this and the Handbook.
There is a free online Ethics Training course August 12. It is for

elected officials as well as staff.

- c. Term Length from 2-4 years - UPDATE
Election timing - wait until after election. An item for new council members. Keep on agenda. History is people want the election to stay at town hall.
- d. Town Administrator Needs - UPDATE
Tyler-Munis Financial System for HR/Payroll - status
S. Grove - she needs to create an RFP as soon as discussions with the company for our needs are nailed down. A rough idea of costs will be \$25K + with it opening up more info council and the public than Quickbooks.
- e. Job Descriptions - UPDATE
S. Grove - is still working on them.
- f. Public Works Director - Charles “Woody” Coe - UPDATE
S. Grove - Woody is doing a great job as he hit the ground running. A current employee has been moved up to Assistant Chief from Operator in the Water Department and is working out. He is looking to hire an Operator in Training for the Sewer Plant as well.
L. Robertson - asked if we have a process for Exit Interviews?
S. Grove - we need to have that for all departments and will include that process in the handbook.
- g. Name tags/Lanyards for Town Hall staff - UPDATE - PENDING
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 - The Municipal League has done a study that will help us. There is a meeting once a week and she will hop on to ask.
- i. 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.**

8. New Business:

a. Executive Assistant to the Town Administrator and Town Clerk - part-time position -

1. Justification for PT position

L. Robertson - Is looking at this potential position to help Amy and Stephanie with their ever-increasing duties. The Ex. Assistant is different from an Executive Administrative Assistant and Secretary. An Ex. Admin. Assistant has more qualifications than an Exec. Assistant, with a Secretary having the least qualifications. The Exec. Assistant generally has some specific admin experience and is able to work more independently than a Secretary. The pay difference is also less than an Exec. Admin. Assistant, but more than a Secretary. Part-time could be 20-hours. Stephanie feels like a space could be carved out for a desk or to be creative in another office in town hall. The tasks would be assigned by Amy and/or Stephanie.

The justification for the position is due to the four incoming, inexperienced elected officials that could be putting more of a workload on Amy and Stephanie either by questions (time) or tasks (workload). The PT position could potentially be given tasks to ease the workload from Amy and Stephanie. Some of the tasks could be, but not limited to, entering info on the website/FaceBook page, tasked with getting info out via the email list, helping with the Comprehensive Plan, Handbook revisions, draft letters, scheduling training for officials and staff, etc. The position could potentially be remote.

This position is a suggestion for future discussions. The members of the Personnel Committee agreed it is a good idea and worth further discussion.

L. Robertson - thanked the members for their service and dedication to this committee. We have made a difference.

9. Adjournment:

M. Amerikaner - move to adjourn at 5:29 p.m. Second by L. Rampy. No objections noted.

Final Draft Personnel Minutes respectfully submitted by Lori Robertson