



# City of Elkins

## Personnel Committee Meeting

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February 3, 2025

1:00 PM

Phil Gainer Community Center  
142 Robert E. Lee Ave. Ext.

**Charter Authority of the Personnel Committee:** Review and propose to Council employment policies, including employee compensation and benefits and an employee handbook. Review applications for primary staff positions recommended by the Mayor and make hiring recommendations to Council.

### AGENDA

1. **Call to order and roll call**
2. **Public comment**
3. **Minutes**
  - a. Proposed minutes for the Jan. 13 joint meeting of the Personnel and Finance Committees
4. **New business**
  - a. Proposed amendment to city policy concerning personal days
5. **Announcements**
6. **Adjournment**



## CITY OF ELKINS AGENDA ITEM REPORT

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| <b>Meeting Date:</b>     | February 3, 2025                                                                       |
| <b>Section:</b>          | Minutes                                                                                |
| <b>Category:</b>         | Action Item                                                                            |
| <b>Agenda Item Name:</b> | Proposed minutes for the Jan. 13 joint meeting of the Personnel and Finance Committees |
| <b>Recommended By:</b>   | City Clerk                                                                             |
| <b>Summary:</b>          | Minutes proposed for the joint meeting of Jan. 13                                      |
| <b>Fiscal Impact:</b>    |                                                                                        |
| <b>Recommendation:</b>   | n/a                                                                                    |
| <b>Attachments:</b>      | 1. Finance and Personnel Committees - 2025_01_13 - minutes_proposed                    |

# **FINANCE AND PERSONNEL COMMITTEES REGULAR MEETING MINUTES**

***401 Davis Avenue  
City Hall, Council Chambers  
January 13, 2025  
1:00 p.m.***

Present were Finance Committee members: R. Chenoweth, M. Hinchman, and C. Lowther.

Present were Personnel Committee members: C. Lowther, R. Chenoweth, and C. Thompson.

Also present were: Jerry Marco (mayor), Mike Kesecker (operations manager), Gerry Roberts (city attorney), Tracy Judy (treasurer), Steve Himes (fire chief), Travis Bennett (police chief), and Sutton Stokes (city clerk).

## **MINUTES**

Lowther **MOVED APPROVAL OF THE MINUTES OF THE FINANCE COMMITTEE MEETING OF DECEMBER 9, 2024.** The motion carried.

Thompson **MOVED APPROVAL OF THE MINUTES OF THE PERSONNEL COMMITTEE MEETING OF DECEMBER 9, 2024.** The motion carried.

## **NEW BUSINESS**

The committee discussed FY 2026 PEIA costs. No action was taken.

Chenoweth **MOVED RECOMMENDING COUNCIL APPROVAL OF FY 2025 GENERAL FUND BUDGET REVISIONS 9-16.** The motion carried.

The meeting adjourned at 1:29 p.m.

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Name & Title

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Signature



## CITY OF ELKINS AGENDA ITEM REPORT

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| <b>Meeting Date:</b>     | February 3, 2025                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Section:</b>          | New business                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Category:</b>         | Action Item                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Agenda Item Name:</b> | Proposed amendment to city policy concerning personal days                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Recommended By:</b>   | Administrative Officers                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Summary:</b>          | <p>Currently, City of Elkins awards employees three personal days for use during any year when they are employed as of Jan. 1. If an employee starts Jan. 2 or later, they receive no personal days until the following year.</p> <p>It is proposed to amend this practice to "pro-rate" personal days as follows:</p> <ul style="list-style-type: none"><li>• Employees working for the city as of Jan. 1 of any calendar year receive all three personal days for that year.</li><li>• Employees whose start date is Jan. 2-April 30 receive two personal days for that year.</li><li>• Employees whose start date is May 1-August 31 receive one personal day for that year.</li><li>• Employees whose start date is September 1-December 31 will not receive personal days until Jan. 1 of the following year</li></ul> |
| <b>Fiscal Impact:</b>    | n/a                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Recommendation:</b>   | Consider for recommendation to council                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Attachments:</b>      | None                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |