



# City of Elkins

## Personnel Committee Meeting

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March 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 meeting of Feb. 3, 2025
4. **New business**
  - a. Proposed amendment of council policy concerning employee personal day
  - b. Proposed amendment of council policy concerning posting of open positions
  - c. Proposed reappointment of city attorney
5. **Announcements**
6. **Adjournment**



## CITY OF ELKINS AGENDA ITEM REPORT

<b>Meeting Date:</b>	March 3, 2025
<b>Section:</b>	Minutes
<b>Category:</b>	Action Item
<b>Agenda Item Name:</b>	Proposed minutes for the meeting of Feb. 3, 2025
<b>Recommended By:</b>	City Clerk
<b>Summary:</b>	Minutes proposed for the committee's Feb. 3 meeting
<b>Fiscal Impact:</b>	n/a
<b>Recommendation:</b>	Consider for approval
<b>Attachments:</b>	1. personnel committee - 2025_02_03 - minutes_proposed

# PERSONNEL COMMITTEE MEETING MINUTES

*Phil Gainer Community Center  
142 Robert E. Lee Ave. Ext.  
February 3, 2025  
1 p.m.*

Present were members: R. Chenoweth, C. Thompson.

M. Hinchman was absent.

## MINUTES

Thompson **MOVED APPROVAL OF THE MINUTES OF THE JAN. 13 JOINT MEETING OF THE PERSONNEL AND FINANCE COMMITTEES.** The motion carried.

## NEW BUSINESS

No action was taken concerning the recommended change to the policy concerning personal days.

The meeting adjourned at # p.m.

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Name & Title

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Signature



## CITY OF ELKINS AGENDA ITEM REPORT

<b>Meeting Date:</b>	March 3, 2025
<b>Section:</b>	New business
<b>Category:</b>	Action Item
<b>Agenda Item Name:</b>	Proposed amendment of council policy concerning employee personal days
<b>Recommended By:</b>	HR Director, Administrative Officers
<b>Summary:</b>	<p>Current policy stipulates that employees only receive personal days in calendar years when they are employed by Jan. 1. As a result, employees hired later in the year do not receive this benefit during their first calendar year of employment.</p> <p>The recommendation is to change the policy so that the full allotment of personal days is received by all employees upon hire date, to expire at the end of their first calendar year of employment and to be used only by approval of their supervisors. See attached memory for more information.</p>
<b>Fiscal Impact:</b>	A small number of additional personal days might be taken in a given year.
<b>Recommendation:</b>	Consider for recommendation to council
<b>Attachments:</b>	1. Memo - Proposed Update to Policy 4.B. Interviewing and Selectionn- 2025_03_03

# Memo

**To:** Personnel Committee  
**From:** Chrishaunda Marshall, HR Director  
**cc:** Sutton Stokes, City Clerk  
**Date:** March 03, 2025  
**Re:** Proposed Update to Policy 4.B: Interviewing and Selection

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**City of Elkins Personnel Policy 4. B (Interviewing and Selection) currently stipulates that:**

- All job openings must be posted via the applicant tracking system “for a minimum of five days.” (No direction is given concerning whether this must internal and external or could only be internal.)
- However, at the discretion of the relevant Administrative Officer, a vacancy within a department “may be filled by another employee from the same department without posting.”

**The current language lacks a clearly defined process for internal-only job postings and does not allow for fairness, transparency, and equal opportunity for all internal candidates.**

- Inconsistency in Internal Promotion Practices: The current policy fails to clearly outline a consistent process for internal job postings and promotion, which may result in uneven opportunities across departments.
- Lack of Transparency & Fairness: Bypassing the posting process can lead to perceptions of favoritism and deprives other qualified internal candidates of a fair opportunity to apply.
- Misalignment with Strategic Plan Focus Area 5: Our Strategic Plan emphasizes modern recruitment practices and the development of a high-quality workforce. The current policy’s allowance for bypassing open posting undermines these objectives by potentially limiting internal career advancement and employee engagement.

## **Proposed Changes**

1. I recommend amending the current policy to require, at a minimum, internal posting.
  - Positions *may* be posted internally, externally, or both, but must *at least* be internally posted, for a minimum of five business days.
  - Job postings will be available via the applicant tracking system and in physical locations accessible to all employees.
2. I further recommend that the clause allowing an internal vacancy to be filled without posting be eliminated.

## **Benefits & Alignment with Strategic Plan Focus Area 5**

- **Enhance Fairness and Transparency:** A consistent internal posting process ensures that all qualified employees are given equal consideration for advancement opportunities.
- **Support Employee Development and Retention:** By clearly communicating internal opportunities, we reinforce our commitment to career progression and professional growth, in line with the objectives of Focus Area 5.
- **Strengthen Our High-Quality Workforce:** Transparent recruitment and promotion practices help attract, develop, and retain top talent, contributing to a more engaged and high-performing workforce.
- **Reduce Potential Risks:** A standardized process minimizes risks related to favoritism, employee dissatisfaction, and non-compliance with equal opportunity principles.

## **Requested Committee Action**

I request the Personnel Committee recommend council approval of the Proposed Changes listed above.



## CITY OF ELKINS AGENDA ITEM REPORT

<b>Meeting Date:</b>	March 3, 2025
<b>Section:</b>	New business
<b>Category:</b>	Action Item
<b>Agenda Item Name:</b>	Proposed amendment of council policy concerning posting of open positions
<b>Recommended By:</b>	HR Director, Administrative Officers
<b>Summary:</b>	The Administrative Officers support a streamlined hiring process when qualified candidate(s) exist within the city organization. However, the current policy, which allows "promotion" of persons within the same department without any posting, is not in keeping with best HR practices concerning transparency and fairness. The proposed change would allow openings to be posted only internally, and only for a minimum of five business days, at the Administrative Officer's discretion. This change balances the need for streamlining with the need for fairness and transparency. See attached memo for more information.
<b>Fiscal Impact:</b>	n/a
<b>Recommendation:</b>	Consider for recommendation to council
<b>Attachments:</b>	1. Memo - Proposed Update to Policy 4.B. Interviewing and Selectionn- 2025_03_03

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## CITY OF ELKINS AGENDA ITEM REPORT

<b>Meeting Date:</b>	March 3, 2025
<b>Section:</b>	New business
<b>Category:</b>	Action Item
<b>Agenda Item Name:</b>	Proposed reappointment of city attorney
<b>Recommended By:</b>	City Attorney
<b>Summary:</b>	The Elkins City Attorney is appointed to a one-year term, "commencing on April 1 of each year." Geraldine Roberts, who has served as City Attorney since April 1, 2011, requests to be considered for reappointment. See attached proposal for details.
<b>Fiscal Impact:</b>	Ms. Roberts would be compensated at an hourly fee of \$100 for retainer duties and representation, with expenses to be reimbursed. This compensation rate has not changed since 2011.
<b>Recommendation:</b>	Consider for recommendation to council
<b>Attachments:</b>	1. 2025-02-26 Letter to Mayor Marco (City Atty Position)(e signature)



Geraldine S. Roberts  
842 S Chestnut St.  
Post Office Drawer 1920  
Clarksburg, WV 26302-1920  
Phone: (304) 918-1003  
Fax: (304) 918-1005  
Email: gsroberts@wvlawyers.com

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February 27, 2025

VIA Hand Delivery and Email ([jmarco@cityofelkinswv.com](mailto:jmarco@cityofelkinswv.com))

Mayor Jerry A. Marco  
City of Elkins  
401 Davis Avenue  
Elkins, WV 26241

Re: Position of City Attorney

Dear Mayor Marco:

We are submitting this letter for the consideration of Geraldine S. Roberts for the position of City Attorney for the City of Elkins and to continue in our current position as City Attorney.

We would propose continuing to provide our professional services at a rate of \$100.00 per hour, as we have been doing since April 1, 2011.

We would propose the following:

1. An hourly fee of \$100.00 for those retainer duties and all other representations at the same rate.
2. Expenses would be reimbursed as provided in the invoices; and
3. The professional services provided will be billed at incremental amounts of time indicating the person completing the task, the task involved, and the actual time spent on the task. The fees will be billed on a monthly basis by invoice, and we would request that the invoices be paid within 30 days of presentation to the City, if at all possible.

We have enjoyed the opportunity of working with the City in this capacity and it is my most sincere desire to continue this representation on a mutually acceptable basis.

We thank you for your consideration of our proposal and look forward to the continued opportunity of working with the City of Elkins.

Very truly yours

*Geraldine S. Roberts*

Geraldine S. Roberts

GSR/dlc

cc: Personnel Committee