



# City of Elkins

## Personnel Committee Meeting

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April 7, 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 March 3, 2025
4. **New business**
  - a. HR analysis, review, and planning
  - b. Creation of HR Generalist position
  - c. HR Director position in organizational chart
5. **Announcements**
6. **Adjournment**