



City of Elkins

Personnel Committee Meeting

August 4, 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 June 2
4. **Reports**
5. **New business**
 - a. HRIS Implementation Update
 - b. Open Discussion: : Open invitation to share any human resources–related questions, feedback, or insights, as well as to discuss any emerging trends or challenges from employees.
6. **Announcements**
7. **Adjournment**



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	August 4, 2025
Section:	Minutes
Category:	Action Item
Agenda Item Name:	Proposed minutes for the meeting of June 2, 2025
Recommended By:	City Clerk
Summary:	Minutes proposed for the committee's June 2 meeting
Fiscal Impact:	n/a
Recommendation:	Consider for approval
Attachments:	1. personnel - 2025_06_02 - minutes_proposed

PERSONNEL COMMITTEE MEETING MINUTES

*Phil Gainer Community Center
142 Robert E. Lee Ave. Ext.
June 2, 2025
1 p.m.*

Present were members: R. Chenoweth (chair), M. Hinchman.

C. Thompson was absent.

Also present were: Jerry Marco (mayor), Mike Kesecker (operations manager), Gerry Roberts (city attorney), Tracy Judy (treasurer), Travis Bennett (police chief), Chris Marshall (human resources), Mikayla Goins (executive secretary and recording secretary for this meeting) Wes Lambert (water director) Whitney Hymes (wastewater directory) and Chris Lowther (3rd Ward Councilman).

MINUTES

Hinchman **MOVED APPROVAL OF THE MINUTES OF THE MEETING OF APRIL 7, 2025.** The motion carried.

NEW BUSINESS

Marshall presented a draft *Position Control and Organizational Authority Policy* and discussed next steps for designing and implementing additional inter- and intradepartmental standard operating procedures. These will be brought forward to the appropriate committees as they are developed.

Chenoweth **MOVED RECOMMENDING COUNCIL APPROVAL OF THE PERSONNEL POLICY UPDATE: PAID MEAL BREAKS FOR FIELD-BASED EMPLOYEES.** The motion carried.

The meeting adjourned at 2:26 p.m.

Name & Title

Signature



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	August 4, 2025
Section:	New business
Category:	Action Item
Agenda Item Name:	HRIS Implementation Update
Recommended By:	HR Director
Summary:	The HR Director will provide an update on the implementation of the NeoGov HRIS platform
Fiscal Impact:	n/a
Recommendation:	Review presented information and consider any needed recommendations to council
Attachments:	None



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	August 4, 2025
Section:	New business
Category:	Action Item
Agenda Item Name:	Open Discussion: : Open invitation to share any human resources–related questions, feedback, or insights, as well as to discuss any emerging trends or challenges from employees.
Recommended By:	HR Director
Summary:	The HR Director will facilitate discussion of any human resources–related questions, feedback, or insights, as well as to discuss any emerging trends or challenges from employees
Fiscal Impact:	TBD
Recommendation:	Review presented information and consider any needed recommendations to council
Attachments:	None