



City of Elkins

Personnel Committee Meeting

October 27, 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 special meeting of October 15, 2025
4. **Reports**
5. **New business**
 - a. Reappointment of the City Treasurer
 - b. Proposed compensation plan
 - c. Compensation package for an Operations Department employee
 - d. Planning for HR transition
6. **Announcements**
7. **Adjournment**



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	October 27, 2025
Section:	Minutes
Category:	Action Item
Agenda Item Name:	Proposed minutes for the special meeting of October 15, 2025
Recommended By:	City Clerk
Summary:	Proposed minutes for the special meeting of October 15, 2025
Fiscal Impact:	n/a
Recommendation:	Consider for approval
Attachments:	1. personnel committee - 2025_10_15 - minutes_proposed

PERSONNEL COMMITTEE MEETING MINUTES

*Phil Gainer Community Center
142 Robert E. Lee Ave. Ext.
October 15, 2025
1 p.m.*

Present were members: C. Thompson (chairperson), C. Kerns, and L. Severino.

Also present were Jerry Marco (mayor), Mike Kesecker (operations manager), Gerry Roberts (city attorney, by phone), Tracy Judy (treasurer), and Sutton Stokes (city clerk).

NEW BUSINESS

Kerns **MOVED RECOMMENDING ENTERING EXECUTIVE SESSION FOR AN ATTORNEY/CLIENT CONSULTATION ON THE AGENDA ITEM “ATTORNEY/CLIENT CONSULTATION CONCERNING INTERPRETATION OF PROVISIONS IN STATE AND CITY CODE.”** The motion carried.

The executive session began at 1:07 p.m. and ended at 2:05 p.m. The chair announced that no decisions were made and no actions were taken.

Severino **MOVED REFERRING THE AGENDA ITEM “ATTORNEY/CLIENT CONSULTATION CONCERNING INTERPRETATION OF PROVISIONS IN STATE AND CITY CODE” TO COUNCIL FOR CONSIDERATION AND ACTION.** The motion carried.

The meeting adjourned at 2:06 p.m.

Name & Title

Signature



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	October 27, 2025
Section:	New business
Category:	Action Item
Agenda Item Name:	Reappointment of the City Treasurer
Recommended By:	The City Treasurer will present information to the Committee.
Summary:	Elkins City Code requires that the City Treasurer be appointed to two year terms.
Fiscal Impact:	TBD
Recommendation:	Consider for approval
Attachments:	None



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	October 27, 2025
Section:	New business
Category:	Action Item
Agenda Item Name:	Proposed compensation plan
Recommended By:	Interim HR Director
Summary:	The Interim HR Director will update the committee on the status of this work. The work remains ongoing, so no committee action is requested at this meeting.
Fiscal Impact:	TBD
Recommendation:	Review presented information and evaluate next steps and recommendations
Attachments:	None



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	October 27, 2025
Section:	New business
Category:	Action Item
Agenda Item Name:	Compensation package for an Operations Department employee
Recommended By:	City Council
Summary:	At its 10/16 meeting, Council directed the Personnel Committee to consider an Operations Employee's compensation package and produce a recommendation to Council for action.
Fiscal Impact:	TBD
Recommendation:	Consider presented information and recommend action to Council
Attachments:	None



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	October 27, 2025
Section:	New business
Category:	Action Item
Agenda Item Name:	Planning for HR transition
Recommended By:	Interim HR Director
Summary:	The Interim HR Director will present initial information from his ongoing review of the HR Department
Fiscal Impact:	n/a
Recommendation:	Review presented information and consider recommendations to council if needed
Attachments:	None