

PERSONNEL COMMITTEE MEETING MINUTES

*Phil Gainer Community Center
142 Robert E. Lee Ave. Ext.
December 1, 2025
1:00 p.m.*

Present were members: C. Kerns(acting chair) and L. Severino.

Councilor Thompson was absent.

Also present were Mike Kesecker (operations manager), Tracy Judy (treasurer), Steve Himes (fire chief), Travis Bennett (police chief), Joshua Martin (human resources), Wes Lambert (water chief operator), Sutton Stokes (city clerk), and Mikayla Goins (executive secretary).

MINUTES

Severino MOVED APPROVAL OF THE MINUTES OF THE JOINT MEETING OF THE PERSONNEL AND FINANCE COMMITTEES OF NOVEMBER 17, 2025. The motion carried.

NEW BUSINESS

a. Revise city policy concerning grievance process

The committee discussed amendments to the City Policy Concerning the grievance process.
No action taken.

b. Authorize posting of HR Director position

The Committee Discussed the posting of the HR Director position.

Severino MOVED THAT THE HUMAN RESOURCES DIRECTOR POSITION BE POSTED INTERNALLY ON MONDAY, DECEMBER 8TH FOR 5 DAYS, WITH EXTERNAL POSTING TO FOLLOW IF THERE ARE NO APPLICANTS. This would not preclude the Committee later ordering an external posting if needed. The motion carried.

Kerns MOVED THAT AN UPDATED DRAFT OF THE HUMAN RESOURCES DIRECTOR JOB DESCRIPTION BE PREPARED INDICATING THE POSITION'S PLACE IN THE ORGANIZATIONAL CHART, THE FACT THAT IS REMOTE ELIGIBLE, AND THE FACT THAT IT IS SALARIED/EXEMPT, WITH PREFERENCE GIVEN TO CANDIDATES EXPERIENCED WITH HR AT PUBLIC AGENCIES, AND THAT THE UPDATED DRAFT BE CIRCULATED TO THE LEADERSHIP TEAM AND THE COMMITTEE. The motion carried.

c. Review of overtime in city departments

The Committee moved discussion of item c. to the next meeting of the Personnel Committee.

The meeting adjourned at 2:00 p.m.

Cody Thompson - Chair person
Name & Title

Cody H. Thompson
Signature