



# City of Elkins

## Personnel Committee Meeting

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March 3, 2026

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 February 2, 2026
4. **Reports**
5. **New Business**
  - a. HR hiring
  - b. NeoGov update
  - c. Classification and compensation update
  - d. FY27 PEIA funding level
  - e. Overtime usage
  - f. Appointment of city attorney
6. **Announcements**
7. **Adjournment**



## CITY OF ELKINS AGENDA ITEM REPORT

<b>Meeting Date:</b>	March 3, 2026
<b>Section:</b>	Minutes
<b>Category:</b>	Action Item
<b>Agenda Item Name:</b>	Proposed minutes for the meeting of February 2, 2026
<b>Recommended By:</b>	City Clerk
<b>Summary:</b>	Minutes proposed for the referenced meeting
<b>Fiscal Impact:</b>	n/a
<b>Recommendation:</b>	Consider for approval
<b>Attachments:</b>	1. Personnel Committee - 2026_02_2 - minutes_proposed

# PERSONNEL COMMITTEE MEETING MINUTES

*Phil Gainer Community Center  
142 Robert E. Lee Ave. Ext.  
February 2, 2026  
1:00 p.m.*

Present were members: C. Thompson (via videoconferencing), C. Kerns (acting chair), L. Severino

Also present were: Jerry Marco (mayor), Mike Kesecker (operations manager), Gerry Roberts (city attorney, via videoconferencing), Tracy Judy (treasurer), Travis Bennett (police chief), Joshua Martin (human resources, via videoconferencing), Sutton Stokes (city clerk), and Mikayla Goins (executive secretary).

## MINUTES

Severino **MOVED APPROVAL OF THE MINUTES FOR THE MEETING OF JANUARY 5, 2026.** The motion carried.

## NEW BUSINESS

### a. HR Director Vacancy – decision to list

Kerns **MOVED DIRECTING MARTIN TO ANNOUNCE THE HR VACANCY USING THE DRAFT ANNOUNCEMENT PRESENTED IN THE COMMITTEE PACKET, WITH TWO SUBSTANTIVE CHANGES.**

As recommended by the interim HR Director, the updates changed the job title used in the announcement (from “HR Manager” to “HR Generalist”) and added that a bachelor’s degree is a minimum requirement. The motion carried.

The Committee also reviewed the HR Director Vacancy hiring process described in a memo in the packet and proposed no changes.

### b. Grievance Policy – updated draft

Kerns **MOVED APPROVAL OF GRIEVANCE POLICY AS PRESENTED, PENDING HR REVIEW.** The motion carried.

### c. Overtime usage

The Committee discussed city overtime usage. No action taken.

### d. FY 2027 Health Insurance Discussion

The Committee discussed estimated costs for PEIA in FY 2027. No action taken.

**e. NeoGov implementation update**

Martin presented an update on the NeoGov implementation to the Committee. Final steps to implement the Payroll module are on hold pending a Council decision concerning extent of integration between NeoGov and the city’s bank accounts and financial systems. No action taken.

The meeting adjourned at 3:11 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, 2026
<b>Section:</b>	New Business
<b>Category:</b>	Presentation
<b>Agenda Item Name:</b>	HR hiring
<b>Recommended By:</b>	
<b>Summary:</b>	
<b>Fiscal Impact:</b>	
<b>Recommendation:</b>	
<b>Attachments:</b>	1. HR Hiring Update for March Personnel Committee Meeting

## **MEMORANDUM**

To: Personnel Committee

From: Interim Director of HR

Re: HR Hiring Update

Date: February 27, 2026

### **Purpose**

This memo provides an update to the Committee's regarding the status of the hiring process for the HR Generalist position.

### **Next Steps**

It is suggested that the HR Generalist position continue to be advertised for a few more weeks, with the hopes of receiving additional qualified applicants. At this time (morning of 2/27/26), there have been twenty (20) applicants, but only two (2) that could possibly be a good fit for the position. I have emailed the candidates and let them know that we are still accepting applications for the position, but that I will reach back out to them soon.



## CITY OF ELKINS AGENDA ITEM REPORT

<b>Meeting Date:</b>	March 3, 2026
<b>Section:</b>	New Business
<b>Category:</b>	Presentation
<b>Agenda Item Name:</b>	NeoGov update
<b>Recommended By:</b>	
<b>Summary:</b>	
<b>Fiscal Impact:</b>	
<b>Recommendation:</b>	
<b>Attachments:</b>	1. NeoGov Update for March Personnel Committee Meeting

## **MEMORANDUM**

To: Personnel Committee

From: Interim Director of HR

Re: NeoGov Update

Date: February 27, 2026

### **Purpose**

This memo provides an update to the Committee's request for a written NeoGov update. The goal is to provide answers to questions that may be presented by the committee and provide a status update regarding the implementation of the NeoGov Human Resource Information System (HRIS).

### **Next Steps**

Meetings will resume with the NeoGov implementation team beginning the week of March 9<sup>th</sup>. Discussions will be held regarding steps needed to be completed to ensure a smooth go-live process with the payroll module. I have asked the meeting coordinator to ensure that Tracy is included in these meetings. After the first meeting, there will probably be a transition to meeting twice each week instead of once, in an effort to make up for time lost.



## CITY OF ELKINS AGENDA ITEM REPORT

<b>Meeting Date:</b>	March 3, 2026
<b>Section:</b>	New Business
<b>Category:</b>	Presentation
<b>Agenda Item Name:</b>	Classification and compensation update
<b>Recommended By:</b>	
<b>Summary:</b>	
<b>Fiscal Impact:</b>	
<b>Recommendation:</b>	
<b>Attachments:</b>	1. C&C Plan Update for March Personnel Committee Meeting

## **MEMORANDUM**

To: Personnel Committee

From: Interim Director of HR

Re: Compensation and Classification Plan Update

Date: February 27, 2026

### **Purpose**

This memo provides an update to the Committee's regarding the status of the creation of a new Compensation and Classification Plan for the City of Elkins.

### **Next Steps**

The creation of a new Compensation and Classification Plan for the City of Elkins is processing as expected. There is still some research on items that must be finished, and some updates that need to be made to the position EEO codes. Upon review of the Compensation Analysis that had previously been completed by Align HR, the codes assigned were based upon an EEO-1 structure, which is reserved solely for private employers and federal contractors. These codes will need to be updated to reflect the proper EEO-4 structure, which is reserved for state and local governments. Once these codes are finalized, I will shift to reviewing all SOC codes for accuracy. There have been several already updated, so this phase of the process should move fairly quickly.



## CITY OF ELKINS AGENDA ITEM REPORT

<b>Meeting Date:</b>	March 3, 2026
<b>Section:</b>	New Business
<b>Category:</b>	Action Item
<b>Agenda Item Name:</b>	FY27 PEIA funding level
<b>Recommended By:</b>	
<b>Summary:</b>	
<b>Fiscal Impact:</b>	
<b>Recommendation:</b>	
<b>Attachments:</b>	None



## CITY OF ELKINS AGENDA ITEM REPORT

<b>Meeting Date:</b>	March 3, 2026
<b>Section:</b>	New Business
<b>Category:</b>	Presentation
<b>Agenda Item Name:</b>	Overtime usage
<b>Recommended By:</b>	
<b>Summary:</b>	
<b>Fiscal Impact:</b>	
<b>Recommendation:</b>	
<b>Attachments:</b>	None



## CITY OF ELKINS AGENDA ITEM REPORT

<b>Meeting Date:</b>	March 3, 2026
<b>Section:</b>	New Business
<b>Category:</b>	Action Item
<b>Agenda Item Name:</b>	Appointment of city attorney
<b>Recommended By:</b>	
<b>Summary:</b>	
<b>Fiscal Impact:</b>	
<b>Recommendation:</b>	
<b>Attachments:</b>	1. 2025-02-26 Letter to Mayor Marco (City Atty Position)(e signature)



Geraldine S. Roberts  
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Email: gsroberts@wvlawyers.com

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February 26,2026

VIA 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