

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.

Cody H. Thompson - Chair
Name & Title

Cody H. Thompson
Signature