



City of Elkins

Personnel Committee Meeting

May 13, 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 March 31, 2026
4. **Reports**
5. **New Business**
 - a. Notification of change of firms by Tiffany Durst, outside employment law counsel
 - b. Structure of HR Department
 - c. Update on city classification and compensation plan
 - d. NeoGov update
 - e. Motor Vehicle Record Check Policy draft
 - f. Review of overtime usage
6. **Announcements**
7. **Adjournment**



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	May 13, 2026
Section:	Minutes
Category:	Action Item
Agenda Item Name:	Proposed minutes for the meeting of March 31, 2026
Recommended By:	City Clerk
Summary:	Minutes proposed for the referenced meeting
Fiscal Impact:	n/a
Recommendation:	Consider for approval
Attachments:	1. Personnel Committee - 2026_03_31 - minutes_proposed

PERSONNEL COMMITTEE MEETING MINUTES

*Phil Gainer Community Center
142 Robert E. Lee Ave. Ext.
March 31, 2026
1:00 p.m.*

Present were members: C. Thompson (chair), C. Kerns, & L. Severino.

Also present were: Mike Kesecker (operations manager), Tracy Judy (treasurer), Steve Himes (fire chief), Travis Bennett (police chief), Sutton Stokes (city clerk, via Teams), Joshua Martin (interim HR director, via Teams), Wes Lambert (water chief operator), Whitney Hymes (wastewater chief operator), and Mikayla Goins (executive secretary).

MINUTES

Severino **MOVED APPROVAL OF THE MINUTES FOR THE MEETING OF MARCH 3, 2026.** The motion carried.

NEW BUSINESS

a. Consideration of applicants for HR Generalist vacancy

The committee reviewed and discussed the candidate interviews, identifying a selected candidate.

Kerns **MOVED AUTHORIZING STOKES AND MARTIN TO OFFER THE POSITION TO THE SELECTED CANDIDATE UNDER THE TERMS DISCUSSED, WITH A RECOMMENDATION TO COUNCIL FOR APPOINTMENT IF THE OFFER IS ACCEPTED.** The motion carried.

b. Next steps on city classification and compensation project

The Committee discussed previous efforts to update the city's classification and compensation plan.

Martin reported his progress on the project, currently correcting EEO codes provided by Align HR in 2022.

Thompson requested that Martin provide by email a list of HR consultant agencies that have experience working with municipalities to assist with a classification and compensation plan.

The Leadership Team will review existing materials and consider next steps for recommendation to the Committee. The topic will remain a standing item on the Committee agenda.

c. NeoGov implementation update

Martin provided an update on NeoGov implementation. There was a meeting with NeoGov on 3/30/2026. Looking to implement time and attendance, and payroll systems soon. HR team will continue to meet with NeoGov weekly to complete implementation.

Martin reported proposed full implementation of NeoGov in between 9 and 12 months.

Kerns requested NeoGov implementation update be added to May 4th agenda.

The meeting adjourned at 2:43 p.m.

Name & Title

Signature



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	May 13, 2026
Section:	New Business
Category:	Presentation
Agenda Item Name:	Notification of change of firms by Tiffany Durst, outside employment law counsel
Recommended By:	Mayor
Summary:	This agenda item is for notification only. By simple motion on October 16, Council authorized retention of outside counsel specializing in employment law (Tiffany Durst, Esq.). Ms. Durst recently notified the City that she had changed firms. When a retained attorney changes firms, clients must reaffirm their choice of counsel (i.e., the specific attorney or the prior firm) as a standard administrative step. Based on Council's previous selection of Ms. Durst, on April 29 the Mayor executed the letter reaffirming Ms. Durst as the City's choice of counsel in this matter.
Fiscal Impact:	n/a
Recommendation:	No action necessary
Attachments:	None



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	May 13, 2026
Section:	New Business
Category:	Action Item
Agenda Item Name:	Structure of HR Department
Recommended By:	Human Resources
Summary:	The attached memo provides recommendations and next steps concerning the structure of the HR Department. The attached draft Organizational Chart reflects the suggested changes.
Fiscal Impact:	n/a
Recommendation:	Consider recommending Council adoption of the updated Organizational Chart, with a recommended effective date.
Attachments:	<ol style="list-style-type: none"> 1. Memo Re HR Department Structure_v2 2. COE Org. Chart 2026_05_11 - printable

Memo:

To: Personnel Committee

From: Sarah Campbell, HR Director

Re: Structure of the Human Resources Department

Purpose:

To review the current structure of the Human Resources Department, previously proposed modifications, and determine a course of action to present to Council.

Summary:

The City of Elkins Human Resources Department currently has three defined positions: Human Resources Director, Human Resources Generalist, and Payroll and Benefits Coordinator. The current structure was originally adopted to support the department during its adoption and implementation of a HRIS (Human Resource Information System) and its compensation and classification study.

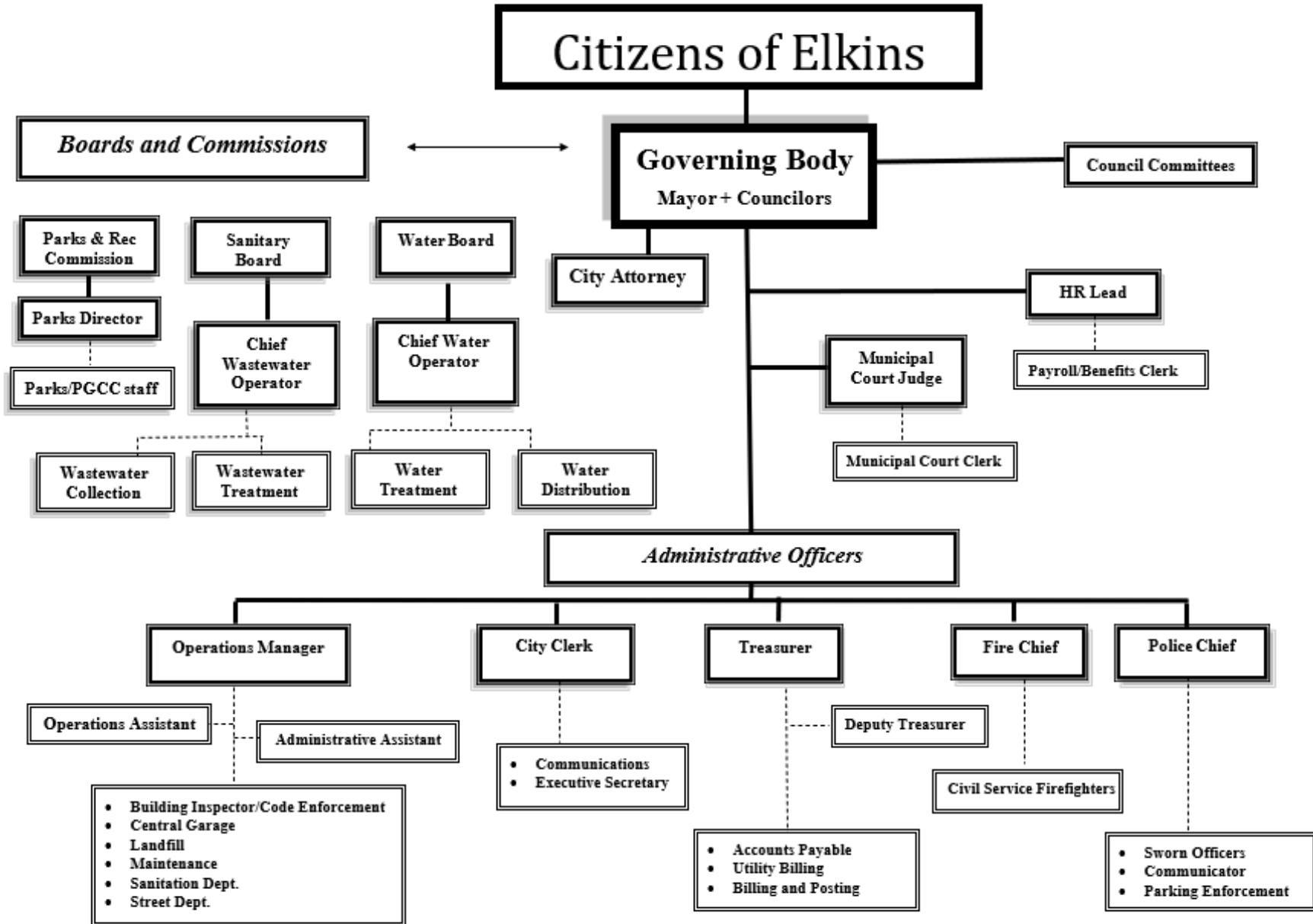
Currently, no one holds the title of HR Director, and a new HR Generalist has been appointed and assigned to lead the department. The pre-existing HR Generalist, in his capacity as acting Interim Human Resources Director, had indicated that two full-time HR Generalists may be more than the department needs.

After review, it is my recommendation that the Personnel Committee recommend to council that the Human Resources Department be restructured to consist of just two positions, the Human Resources Generalist (Lead) and the Payroll and Benefits Coordinator. The timeframe for elimination of the second HR Generalist position is up for discussion at this meeting.

Justification:

While the City of Elkins is in the process of implementing NeoGov, the HR Department is confident that two employees can accommodate the information requests and collaboration with the NeoGov team. Should assistance be required for either the NeoGov implementation or compensation analysis, we believe that the use of either a temporary assignment or potential contract for services would allow a more expedient adaptation and steward of the City's financial resources.

City of Elkins Organizational Chart



Updated: May 2026 Draft



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	May 13, 2026
Section:	New Business
Category:	Action Item
Agenda Item Name:	Update on city classification and compensation plan
Recommended By:	Human Resources
Summary:	The attached memo provides an update on work toward a revised classification and compensation plan for the city organization.
Fiscal Impact:	n/a
Recommendation:	Review and discuss next steps
Attachments:	1. Memo Re Compensation and Classification Plan May 11 2026

Memo:

To: Personnel Committee

From: Sarah Campbell, HR Director

Re: City Compensation and Classification Plan

Purpose:

To provide an overview of known work regarding steps taken towards an updated Compensation and Classification Plan and review next steps towards creating a finalized proposal for the City of Elkins.

Compensation Overview:

- HR Align provided a limited compensation analysis in 2021 that indicated a need for classification and compensation updates.
- Classification work that has been completed:
 - SOC codes have been updated for all positions
 - Data on market compensation is in progress
- Areas needing to be brought into compliance with state and/or federal code have been identified and can be referenced in the HRAlign Audit from December 2022.

Next Steps:

1. A meeting to review current compensation spreadsheets and analysis steps that have been completed with Josh Martin. Josh has shared some spreadsheets of work that he has completed, which look to be a great starting point.
2. Confirm which steps of the compensation analysis have been completed or started. These include:
 - a. Analysis of current job analysis, classifications, and pay structures
 - b. Market analysis/salary survey
 - c. Internal Equity
 - d. Determine pay philosophy and structure
 - e. Build salary ranges (by job classification)
 - f. Draft policies and ordinances
 - g. Present to Committee and then to Council

3. Pick up on compensation analysis based on current progress. It appears that we are probably in Step B of the previous list, though we may be almost to Step C.
4. Draft a proposed milestone and completion date.



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	May 13, 2026
Section:	New Business
Category:	Action Item
Agenda Item Name:	NeoGov update
Recommended By:	Human Resources
Summary:	The attached report provides an update on progress toward deployment of NeoGov.
Fiscal Impact:	n/a
Recommendation:	Review and consider next steps
Attachments:	1. May 11, 2026 Report

City of Elkins

NeoGov HRIS Implementation Monthly Report

Reporting Period	April – May 2026
Prepared By	Sarah Campbell
Date	May 11, 2026

Summary

In a few sentences, summarize where the project stands and any needed coordination or actions.

NeoGov implementation was paused during the month of April but is resuming this week with a meeting on May 14, 2026 to discuss the implementation and roll out of Time and Attendance.
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1. Recent Work Completed

Summarize recent major work (configuration, testing, migration, training, meetings, etc.).

N/A

2. Planned Work and Upcoming Milestones

Describe the next major steps in the implementation.

1. HR Department meeting to launch time and attendance portion of NeoGov.
2. Timeclock setup for departments coordinated with Craig Ray and Leadership.
3. Employee training on NeoGov access and Timeclock.
4. Employee time clocking switches to NeoGov.
5. HR Department begins process of rolling out Payroll portion of NeoGov.

Anticipated milestone dates (if known):

3. Vendor Engagement and Meetings

Most recent meeting date	
Next scheduled meeting	May 14, 2026
Other city personnel attending	
Primary focus of current meetings	Time & Attendance Implementation

4. Current Module Status

Core HR and Benefits (Live)

Overall functionality	Active, fully accessible
Any unresolved issues	

Payroll

Current stage of implementation	Data entry
Work completed to date	
Work remaining	Audit of current pay codes entered, wages, etc.
Status of testing or parallel testing	
Conditions required before go-live	
Projected go-live timing	July 1, 2026

Time and Attendance

Current stage	Beginning of Implementation
Work completed	
Work remaining	Audit, time clock set up throughout departments, integration audit
Operational or workflow decisions affecting progress	Waiting on NeoGov meeting
Projected go-live timing	Late May 2026

Future Modules (Talent Management System)

Onboard, Insight, Learn, E-Forms, Perform

5. Overall Project Assessment

6. Risks, Issues, or Barriers

7. Decisions or Direction Needed

Once our weekly meetings with NeoGov resume (on May 14, 2026), there will be further details on implementation available.



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	May 13, 2026
Section:	New Business
Category:	Action Item
Agenda Item Name:	Motor Vehicle Record Check Policy draft
Recommended By:	Human Resources
Summary:	Attached is a proposed draft policy requiring annual checks of motor vehicle records for employees who operate vehicles on behalf of the City. It establishes a schedule for initial and recurring MVR checks and establishes parameters for acceptable and unacceptable infractions.
Fiscal Impact:	Reduced liability for the City
Recommendation:	Consider for recommendation to Council
Attachments:	1. Background Check Driving Records Policy 05_04.2026

City of Elkins

Background Check: Motor Vehicle Record (MVR) Review Policy

Purpose

To promote safe vehicle operation and reduce risk to the City, its employees, and the public by ensuring that all personnel authorized to operate City vehicles maintain acceptable driving records.

Policy

Following a conditional offer of employment, all employees who will be authorized to operate City-owned, leased, or rented vehicles, or who operate personal vehicles on behalf of the City, are required to provide written consent for a motor vehicle record (MVR) check. After the initial record check, employees are subject to an annual review of their MVR.

The City of Elkins will review the applicant/employee's driving record and decide as to the driver's status for applicants and employees according to the classification system below.

Driver Status:

- I. **Satisfactory:** The individual is eligible to drive while conducting company business. The individual's driving record indicates not more than one moving violation in the past 12 months.
- II. **Probationary:** The individual is eligible to drive while conducting company business with the stipulation that the individual's motor vehicle record will be checked periodically over a period of probation, no less than 60 days or more than 6 months. The individual's driving record indicates more than one moving violation in the past 12 months but no more than two moving violations in the past 24 months. Any violations during the probationary period may result in termination of employment or other disciplinary action.
- III. **Unacceptable:** The individual is not eligible for employment due to an unsatisfactory driving record. Examples of unacceptable infractions include but are not limited to:
 - Suspended or revoked license
 - Three or more moving violations in the past 36 months
 - Any violations involving drugs, alcohol, controlled substances, etc., within the past 24 months
 - Leaving the scene of an accident within the past 24 months
 - Reckless driving within the past 24 months
 - At fault in an accident resulting in fatality or serious injury within the past 5 years

Procedures for:

1. Annual Review Requirement

All employees authorized to operate City-owned, leased, rented vehicles, or who operate their personal vehicles on behalf of the City, will have their MVR check re-run annually at the beginning of the City's fiscal year, regardless of start date.

2. Authorization and Consent

Employees must provide written authorization for the City to obtain their MVR as a condition of being approved to operate a vehicle on City business. For individual's who drive a City vehicle as part of their primary job responsibilities, consent must be provided as part of their conditional job offer.

3. Disqualification or Restrictions

Employees whose driving records do not meet established standards may be:

- Disqualified from operating City vehicles
- Subject to restrictions on driving duties
- Subject to disciplinary action, up to and including termination, where driving is an essential function of the position

4. Ongoing Duty to Report

Employees must promptly report any of the following to their supervisor:

- Suspension or revocation of their driver's license
- Any DUI or similar charge
- Any change that materially affects their ability to legally operate a vehicle

5. Confidentiality

MVR information shall be treated as confidential and used solely for employment and risk management purposes.

Employee Acknowledgement and Authorization

I acknowledge that I have read and understand the City of Elkins Background Check: Motor Vehicle Record (MVR) Review Policy.

I understand that if I am authorized to operate a City vehicle or operate a personal vehicle on behalf of the City, I am required to maintain an acceptable driving record and comply with all reporting requirements.

I hereby authorize the City of Elkins, or its designated agent, to obtain my motor vehicle record at the time of hire (if applicable) and annually thereafter, as long as I am authorized to operate a vehicle on City business.

I understand that failure to maintain an acceptable driving record or to comply with this policy may result in loss of driving privileges and/or disciplinary action.

Employee Name: _____

Signature: _____

Date: _____

Driver's License Number: _____

State of Issue: _____



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	May 13, 2026
Section:	New Business
Category:	Action Item
Agenda Item Name:	Review of overtime usage
Recommended By:	City Treasurer
Summary:	The Treasurer will present a monthly report on departmental overtime usage.
Fiscal Impact:	n/a
Recommendation:	Review presented information
Attachments:	None