

# PERSONNEL COMMITTEE MEETING MINUTES

*Phil Gainer Community Center  
142 Robert E. Lee Ave. Ext.  
May 13, 2026  
1:00 p.m.*

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

C. Kerns was absent.

Also present were: Mike Kesecker (operations manager), Gerry Roberts (city attorney, via Teams), Tracy Judy (treasurer), Sarah Campbell (human resources), Wes Lambert (Chief Water Operator), Whitney Hymes (Chief Wastewater Operator, via Teams) Sutton Stokes (city clerk), and Mikayla Goins (executive secretary).

## MINUTES

Severino **MOVED APPROVAL OF THE MINUTES FOR THE MEETING OF MARCH 31, 2026.** The motion carried.

## NEW BUSINESS

### a. Notification of change of firms by Tiffany Durst, outside employment law counsel

Roberts reported that the firm Durst worked in was dissolved and Durst has moved under a new firm. The City has maintained Durst as outside employment law counsel. No action taken.

### b. Structure of HR Department

Campbell presented a new City organizational chart reducing the HR Department to an HR Lead (her position, as HR Generalist) and a Payroll & Benefits Clerk.

Severino **MOVED RECOMMENDING COUNCIL APPROVAL OF THE ORGANIZATIONAL CHART AS PRESENTED, RESTRUCTURING THE HUMAN RESOURCE DEPARTMENT AS SHOWN, EFFECTIVE JUNE 6.** The motion carried.

### c. Update on city classification and compensation plan

Campbell provided an update on the classification and compensation plan process. Campbell is still in the information gathering process, working to determine the current point in the process and what next steps will need to be.

Judy reported that a 1% pay raise across the board was built into the FY 2027 budget and that no other systemic compensation changes could safely be recommended until the size of the FY 2026 carryover is known after July 1. If systemic compensation changes are made after July 1, it may be possible to make them retroactive to July 1, depending when this action is taken.

**d. NeoGov update**

Campbell provided a report on the NeoGov implementation process. Campbell will begin meetings with the NeoGov representatives on Thursday, May 14<sup>th</sup> and will be able to provide more information following that meeting.

Campbell plans to work to implement the time and attendance system in the near future. Once that has been implemented, the payroll system can move forward.

**e. Motor Vehicle Record Check Policy draft**

Campbell presented a draft Motor Vehicle Record Check Policy that incorporates suggested language from SHRM.

Campbell will conduct further research into using the WV DMV to conduct the record check rather than EPD before moving the policy forward for approval.

**f. Review of overtime usage**

Judy provided the Committee with spreadsheets laying out the overtime usage for the various city departments, reporting a positive downward trend in the amount of overtime.

The meeting adjourned at 2:21 p.m.

Cody Thompson - Chair  
Name & Title

Cody H. Thompson  
Signature