



Personnel Committee Minutes September 26, 2016

The meeting was opened by Chairman John Underwood at 6:00 PM.

Roll Call:

Present: Jeff Devlin, Jayne Perry, Gary Schmitz, and John Underwood.

Absent: Robert Voigt

Staff Present: Janet Curry, Human Resources Manager

Approval of the Agenda:

A motion was made to approve the agenda as presented. Moved by Gary Schmitz, seconded by Jayne Perry. The agenda was approved unanimously.

Approval of Minutes:

Jayne Perry moved to approve the May 17, 2016 meeting minutes as written. The motion was seconded by Jeff Devlin. The minutes were approved unanimously.

Old Business: None

New Business:

Jeff Devlin was introduced to Committee members as one of two new members appointed to the Personnel Committee by the Board of Mayor and Aldermen.

Gary Schmitz nominated John Underwood as Chairmen for this fiscal year. Jeff Devlin seconded and the motion carried unanimously. Gary Schmitz nominated Jayne Perry as Vice-Chairman. The motion was seconded by Jeff Devlin and carried unanimously. John Underwood nominated Jeff Devlin as Secretary and the motion was carried by acclamation.

John Underwood opened discussion of the draft Compensation Philosophy Policy. Following a group discussion of the Policy, the group consensus was to circulate the draft and email suggestions to John Underwood. The completion deadline was set for 11/1/16.

Committee members discussed a need to improve employee security by implementing an inspection of employee property that is brought to work. The group, by consensus, requested that the Town attorney draft such a policy.

Jeff Devlin and ----- moved and seconded to close the meeting at 6:40. The meeting was adjourned.