



**Personnel Committee Minutes
November 15, 2016**

The meeting was opened by Chairman John Underwood at 6:02 PM.

Roll Call:

Present: Jeff Devlin, Gary Schmitz, John Underwood and Robert Voigt
Absent: Jayne Perry

Staff Present: Janet Wedekind, Human Resources Manager and David Smoak, Town Administrator

Approval of the Agenda:

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

Approval of Minutes:

Gary Schmitz moved to approve the September 26, 2016 meeting minutes as written. The motion was seconded by Jeff Devlin. The minutes were approved unanimously.

Old Business: Discussion of the proposed Personnel Committee's Compensation Philosophy Statement and the Town's proposed Compensation Philosophy Statement differences. Gary Schmitz moved to agree to the Town's suggested language deletions in bullets 1, 2, and 4 and to retain the remainder of the Personnel Committee's draft document. Robert Voigt seconded. Gary Schmitz, John Underwood, and Robert Voigt voted in the affirmative with Jeff Devlin abstaining. The Committee requested that their document be presented to the Board of Mayor and Aldermen for approval and adoption.

Discussion of a draft personal property search policy. Gary Schmitz moved to add the Town attorney's suggested language found in the current Article XIX, Section T. *Social Media/Social Networking* policy to Section J. *Use of Town Provided Technology* and to adopt a *Workplace Violence and Weapons* policy as written in Attachment B. Jeff Devlin seconded and the motion was approved unanimously.

New Business: None

The meeting was closed at 6:22 PM by acclamation.