

## Minutes Personnel and Finance

June 18, 2024

### Personnel

Committee members Pat Rollins, Jeffrey Kirkbride & Bob Schacht were in attendance. Also attending were guests Susie Rahe and Eric Campbell.

The meeting began at 6:17 pm.

We discussed the Handbook Ordinance and the change in wording to the Call Out policy. The reading will be tabled again because we do not have enough council members in attendance to suspend the rules and pass the Ordinance. It will be presented as a new Ordinance at the next meeting.

We will post new office hours, effective with the passing of the ordinance and a starting date.

We will research if it must be either 15 or 30 days after passing.

We will remind employees of the turn-in date for the goals forms.

We will set up a meeting with the BPA and any BPA employees who want to attend. Bob will talk to BPA members and see if we can meet on July 1 at the BPA meeting.

Jeffrey informed the committee of the need to have the employee who cuts down trees and is certified on the truck to be a Tree Committee member. This will require the employee to attend the Tree Committee meetings (7 meetings per year) and be compensated for the time. We will also have to create a job description and policy. This will involve both the Streets employees and BPA employees working together.

We talked about lunch break issues and determined that we will have some follow-up regarding lunch break times, clocking in and out and authorization for changes to the length of breaks.

### Finance

We discussed mileage for informational trips for elected officials. We determined that as we have never reimbursed mileage in the past, we will keep that policy going forward.

The meeting adjourned at 6:49

Next meeting will be July 2, 2024