



Personnel Committee

DRAFT
Subject to
Approval

Meeting Minutes for
December 14, 2023

1. Call to Order: Chair St. Myers called the meeting of the McMillan Personnel Committee to order at 4:01 p.m.

2. Open Meeting Declaration: Chair St. Myers established that this was a public meeting and appropriate public notice with Zoom access was given.

3. Roll Call:

Committee Members:

Andrea Galván
Craig Broeren

Scott Kellogg
Karen Schill

Elizabeth St. Myers
Evan O'Day

Other Board Members:

Emily Kent
William Clendenning

Susan Feith
Kim Heniadis

Ryan Austin

4. Approval of Minutes: Motion by C. Broeren, seconded by S. Kellogg to approve the Personnel Committee minutes of October 30, 2023. Motion carried by unanimous vote.

5. Personnel Policies

- **COWR General Policies:** Attendance and Punctuality, Workplace Expectations, Separation of Employment policies were reviewed.

C. Broeren motions to send the Attendance and Punctuality to the full board for approval, K. Schill seconds. Motion carried unanimously.

C. Broeren motions to send the Workplace Expectations to the full board for approval with discussed edits, E. O'Day seconds. Motion carried unanimously.

K. Schill motions to send the Separation of Employment to the full board for approval with discussed edits, E. O'Day seconds. Motion carried unanimously.

6. Staff Review Procedure: Elchert gave an overview of the process of staff reviews.
O'Day left at 4:36pm

7. Set Next Meeting Date: February 15, 2023 @ 4pm

8. Items for Next Agenda

- Policies
- Updated staff roster

9. Adjournment: S. Kellogg, motioned to adjourn, seconded by C. Broeren

Meeting adjourned at 4:46pm

Respectfully submitted by Claire Parrish, Assistant Director