



# Personnel Committee

Meeting Minutes for  
June 13, 2024

**1. Call to Order:** Chair St.Myers called the meeting of the McMillan Personnel Committee to order at 4:00p.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~~—excused

**Other Board Members:**

Emily Kent  
~~William Clendenning~~

Susan Feith  
Kim Heniadis

Ryan Austin

**Other Attendees:** Kevin Fangman, member of the public

**4. Approval of Minutes: Motion by C. Broeren to approve the Personnel Committee minutes of April 4, 2024, seconded by S. Kellogg. Motion carried by unanimous vote.**

**5. Personnel Policies:** Elchert and subcommittee reviewed policies.

#### Employment:

**C. Broeren motions to send the Americans with Disabilities Act Policy to the full board for approval, S. Kellogg seconds. Motion carried unanimously.**

**S. Kellogg motions to send the Direct Deposit Policy to the full board, second by K. Schill. Motion carried unanimously.**

**C. Broeren motions to send the Equal Employment Opportunity Policy to the full board, second by S. Kellogg. Motion carried unanimously.**

**S. Kellogg motions to send the Employment Applications Policy to the full board, second by K. Schill. Motion carried unanimously.**

**S. Kellogg motions to send the Hiring of Relatives Policy to the full board, second by C. Broeren. Motion carried unanimously.**

**K. Schill motions to send the Job Postings Policy to the full board, second by C. Broeren. Motion carried unanimously.**

**C. Broeren motions to send the Probationary Employees Policy to the full board, second by S. Kellogg. Motion carried unanimously.**

**Job Classifications and Compensation:**

S. Kellogg motions to send the Exempt Employee Pay Policy to the full board, second by K. Schill. Motion carried unanimously.

C. Broeren motions to send the Pay Provisions/Administration for Non-Union Positions Policy to the full board, second by K. Schill. Motion carried unanimously.

C. Broeren motions to send the Pay Day and Paychecks Policy to the full board, second by S. Kellogg. Motion carried unanimously.

S. Kellogg motions to send the Position Classification Policy to the full board with addition under point F, second by K. Schill. Motion carried unanimously.

C. Broeren motions to send the Personal Leave Policy to the full board for approval, second by K. Schill. Motion carried unanimously.

**Expense Reimbursement and Transportation for City Business:**

C. Broeren motions to send the Lodging Policy to the full board for approval, second by S. Kellogg. Motion carried unanimously.

C. Broeren motions to send the Meal Allowance Policy to the full board for approval, second by S. Kellogg. Motion carried unanimously.

C. Broeren motions to send the Transportation for City Business Policy to the full board for approval with edit to number 5, second by S. Kellogg. Motion carried unanimously.

6. Set Next Meeting Date: July 11, 2024

7. Items for Next Agenda

8. Adjournment

S. Kellogg motions to adjourn. Chair St. Myers adjourned the meeting at 5:01pm.

Respectfully submitted by Claire Parrish, Assistant Director