

**PERSONNEL COMMITTEE MEETING MINUTES**

Date: December 5, 2019

Time: 5:00 p.m.

**Call to Order**

At 5:02 p.m.

**Roll Call**

*Members present:* Loretta Broomfield, Susan Pennington, Josh Short, Mary Smith

*Members absent/excused :* Charlene Topel

*Others present:* Leslie Bednar, Dominique Granger (entered at 5:04 p.m.)

**Approval of Minutes from October 2, 2019 Meeting**

Motion to approve minutes as presented by Josh Short, second by Susan Pennington. Motion passed by voice vote.

**Public Comment**

None

**Unfinished Business**

Drug Free Workplace

Committee discussed the version of the draft policy as presented by counsel. Two clarifying changes suggested by committee.

Motion to move policy to board as amended by Josh Short, second by Susan Pennington. Motion passed by voice vote.

**New Business**

Schedule to Review Personnel Code

Mary Smith, Chair, queried committee regarding consistent meeting day and time. First Tuesdays at 5 p.m. will be the routine for monthly meetings with exceptions made only if necessary.

Dominique Granger will present portions of the Personnel Code to the committee in advance of each meeting. She will indicate what sections of the document need to be more tightly written and/or require legal interpretation. In this manner the committee will develop a reasonable review pace.

**Public Comment**

None

**Announcements**

None

**Adjournment**

Motion to adjourn at 5:28 p.m. by Susan Pennington, second by Josh Short. Motion passes by voice vote.

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