

APPROVED PERSONNEL COMMITTEE MEETING MINUTES

Date: October 11, 2023

Time: 3:00 p.m.

Call to Order

Karen Bounds called the meeting to order at 3:08 p.m.

Roll Call

Committee Members Present: Karen Bounds, Loretta Broomfield, Frank Buckingham, Kristi Walker

Other Attendees and Guests: Jill Trevino

Public Comment

None

Approval of Minutes

A motion and a second were made to approve the Sept. 22, 2023, minutes. Motion carried unanimously by roll call vote.

Unfinished Business

None

New Business

Review Proposed New Employee Handbook Policies for CY2024

The Human Resources Director reviewed the proposed new employee handbook policies for the calendar year 2024 and answered questions.

A motion and a second were made to send the policies to the Board for approval. Motion carried unanimously by roll call vote.

Reviewed Accounts Payable Coordinator Revised Job Description

The Human Resources Director reviewed the revised job description for FY2024 and communicated the HR Source recommendation for placement on the pay grade scale for consistency and an equitable compensation structure.

Public Comment

None

Announcements

The HR Director informed the committee to expect more Employee Handbook Policies for review at the next meeting.

Adjournment

Adjourned at 3:34 p.m.