



PERSONNEL COMMITTEE MEETING MINUTES

Date: June 6, 2023

Time: 5:00 p.m.

Call to Order

Josh Short called the meeting to order at 5:00 p.m.

Roll Call

Members present: Linda McDonnell, Josh Short, Kelley Sullivan

Absent: Tiffany Droege, Susan Tullis

Others present: Jill Trevino

Public Comment

None

Approval of Minutes

A motion and second were made to approve the May 8, 2023, meeting minutes. Motion carried unanimously by roll call vote.

Unfinished Business

None

New Business

Review Revised Job Descriptions

The Human Resources Director presented the revised job descriptions: Communications and Advocacy Administrator, Human Resources Coordinator, Membership Service Assistant, SHARE Member Engagement Specialist. It was discussed that these positions have more of a member focus to support members. HR Source will evaluate these job descriptions to ensure they fall within the accurate pay grade and Fair Labor Standards Act classification status.

A motion and second were made to approve the revised job descriptions. Motion carried unanimously by roll call vote.

Public Comment

None

Announcements

None

IMAGINING TOMORROW ~ DELIVERING POSSIBILITIES TODAY!

Adjournment

A motion and second were made to adjourn. Meeting adjourned at 5:20 p.m.