

**Human Resources Committee**  
**August 18, 2014**

The **Human Resources Committee** met Monday, August 18, 2014, at 6:00 p.m. in the Conference Room at City Hall. Present were Chairperson Roxanna Brush and Committee Members Sheena Martin and Ken Gardner. Committee Member Mark Ahner was excused. Also present was Committee Recorder HR/Payroll Officer Billie Burkhalter.

**1. Request of Citizens**

-None.

**2. Committee Member Comments**

-None.

**3. Review and Recommendation of updated Personnel Policy Manual**

• **Section 1: Recruiting and Hiring**

Chairperson Brush stated she had reviewed over the requested changes and/or additions to the policy and was in agreement with them.


*\*\* Committee Member Brush moved to recommend to City Council to adopt the updated Personnel Policy Manual; Section 1: Employment Anti-Discrimination Practices; Section 2A: Recruitment and Selection and Section 2-B Recruitment and Selection Forms. Motion seconded by Committee Member Martin and motion passed unanimously.*

**4. Adjournment**

*\*\* Committee Member Martin moved to adjourn the meeting. The motion was seconded by Committee Member Gardner and passed.*

The meeting was adjourned at 6:05 p.m.

Respectfully submitted,

  
Billie D. Burkhalter, Recorder

  
Chairperson Roxanna Brush