March 11, 2019 Regular Meeting – DRAFT MINUTES

Members Present
Nita Edde-Mitchell
Catherine Cummins
Sholly Nicholson
Linda Wieck

Members Absent
Annie Tomasello

I. REPORT ON POSTING THE AGENDA AND ROLL CALL
Vice Chairperson Edde-Mitchell called the regular meeting of March 11, 2019 to order at 5:35 p.m. Human Resources Director McPhillips reported that the agenda was posted on Friday, March 8, 2019 at 2:13 p.m. Roll call was taken noting that Commissioners Edde-Mitchell, Cummins, Nicholson, and Wieck were present. Commissioner Wieck arrived at 5:45 p.m. Commissioner Tomasello’s absence was excused.

II. INTRODUCTION OF NEW PERSONNEL COMMISSIONER: SHOLLY NICHOLSON

III. RECOGNITION OF OUTGOING PERSONNEL COMMISSIONER: THOMAS BREWER

IV. COMMUNICATIONS BY MEMBERS OF THE PUBLIC FOR ITEMS NOT ON THE AGENDA - None.

V. APPROVAL OF MINUTES FOR THE MEETING- dated January 14, 2019 – On a motion from Commissioner Cummins, seconded by Commissioner Edde-Mitchell, the January 14, 2019 minutes were approved on a 3-0 vote.

VI. HUMAN RESOURCES DIRECTOR’S REPORT – No report.

VII. INFORMATIONAL ITEMS

VIII. NEW BUSINESS
   A. Approve Updates to the Planning Technician Job Description- staff report provided by Human Resources Director; Commission discussed report and suggested additional edits/corrections; there was no public comment; Commissioner Edde-Mitchell made a motion to approve the updated job description for Planning Technician with suggested edits/corrections; Commissioner Nicholson seconded the motion; motion passed 4-0.
   B. Discussion of training options – options reviewed by Commission.

IX. FUTURE PERSONNEL COMMISSION BUSINESS
   A. Presentation from City Clerk’s Office of City Commissioner Handbook
X. **ADJOURNMENT** - *the meeting adjourned at 6:01 p.m. on motion from Commissioner Cummins, seconded by Commissioner Edde-Mitchell; motion passed 4-0.*

Respectfully Submitted,

*LeeAnn McPhillips*

LeeAnn McPhillips  
Human Resources Director/  
Staff to the Personnel Commission