



# **Personnel, Health & Safety Meeting**

**Monday, January 13, 2025**

**Council Chambers**

**5:00 p.m.**

**Chair – Bill Donnor**

**Vice-Chair – Frank Baptist**

**Staff Liaison – Abtin Mehdizadegan &  
Mandy Spicer**

**Steve Brown**

**Ann Spencer-Cole**

**Evelyn Reed**

**Mayor Tom Farmer**

**Jeff Morrow**

**Judd Hart**

**Trevor Villines**

**Steve Lee**

## **I. Quorum / Approval of Minutes**

Council Member Donner called the meeting to order, recognized attendees, and established a quorum. Council Member Donner asked for September of 2024 meeting's minutes to be approved. Council Member Morrow made the motion to approve. Council Member Lee seconded it. A vote was taken. All those present were in favor and the motion carried.

## **II. Revision to the Employee Handbook**

CFO Spicer presented a binder to all the Council Members with the red-lined changes made to the Employee Handbook for their review. She pointed out a cheat sheet in the front sleeve of the changes made. She advised most of the changes made were clarifying in nature to make the policy clearer. A definition was added to Catastrophic Leave to make that section clearer and to define what a catastrophic illness is. She also reported that all Department Heads have given their feedback, and that the handbook will be discussed again at the next Department Head meeting for any additions.

Council Member Donnor asked that all the members review the revisions made before the next committee meeting. At the next committee meeting, the members can approve the changes or make suggestions for changes. He then opened the floor to discussion.

Council Member Morrow asked why the document was dated March of this year, and if this is something we do every year. Council Member Donnor responded that this had not been done in a while after the major rewrite last year. He explained if the policy changes are accepted in the next City Council Meeting it then takes 30 days before it can go into effect.

Council Member Hart then asked if any major changes could be pointed out. Mr. Mehdizadegan referred to the summary CFO Spicer provided in the front sleeve of the

binder. He went on to say no major changes were made. This revision was simply to make some areas less gray and more black and white.

Council Member Hart then asked if it said in the policy that an employee cannot take PTO on the shift immediately before or after a holiday. CFO Spicer explained PTO is sick time without a Doctor's Note for non-uniform employees. In the case of a holiday, vacation can be taken with approval from their supervisor prior to taking it. Calling in sick before or after a holiday does require a Doctor's Note therefore PTO cannot be taken on these days.

### **III. Other Business / Adjournment**

There was no other business to discuss so Council Member Donnor adjourned the meeting at 5:07pm.