



Personnel Board Minutes

November 8, 2024 10:00 AM

IUC, Room 117, 17221 E. 23rd St. S, Independence, MO 64057

CALL TO ORDER

The meeting was called to order at 10:14 a.m. by Laura Dominik.

ROLL CALL

Laura Dominik, Chair - Present
Cindy Troutman, Board member - Present
Krys Lugenbeel, Board member - Present
Mike Jackson, Interim Human Resources Director - Present
Carissa Smith, Human Resources Business Manager – Present
Nadine Menefee, Human Resources Generalist- Present
Linsey Kolisch, Assistant City Counselor, Lauber Municipal Law, LLC – Present

Laura Dominik introduced the new board member, Krys Lugenbeel.

APPROVAL OF MINUTES

1. Approval of July 12, 2024 meeting minutes

Laura Dominik made a motion to approve the minutes as written. Cindy Troutman seconded the motion. Board approved unanimously. Motion Carried.

Old Business

1. Proposed Personnel Policy Revision: Article VIII - Drug & Alcohol Policy

Mike Jackson updated the board on the direction the City has decided to take since the last Personnel Board meeting regarding the Drug & Alcohol Policy. The City has done significant research, including speaking with subject-matter experts, on the topic. After taking into

consideration all the information, the

City has decided to review and update its current Drug & Alcohol Policy. The goal is to have a draft policy ready for board review in the first quarter of 2025.

NEW BUSINESS

1. Review of upcoming policy proposals & reviews

Human Resources is continuing to review the existing policies and is drafting an employee handbook that would outline important policies and expectations for employees including a code of conduct, neither of which the City currently has. Copies of the preliminary drafts of the employee handbook and code of conduct were disseminated to the board. Mike and Carissa walked through both preliminary drafts with the board and discussion was held about the importance of both and suggestions for additions, deletions, and changes. Further discussion will be held at a future meeting once Human Resources has had time to complete the drafts.

SCHEDULE OF NEXT MEETING

Friday, December 13th, 10:00am, in IUC Room 117.

ADJOURNMENT

Cindy Troutman made a motion for adjournment at 10:52 a.m. Krys Lugenbeel seconded the motion. Board approved unanimously. Motion Carried.