



Personnel Board Minutes

February 14, 2025 10:00 AM

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

CALL TO ORDER

Members Present

Laura Dominik, Chair
Arthur Freeland
Cindy Troutman
Krys Lugenbeel

Members Absent - none

Staff Present

Mike Jackson, Human Resources Director
Carissa Smith, Human Resources Manager
Sarah Horne, Human Resources Staff Assistant
Linsey Kolisch, Assistant City Counselor, Lauber Municipal Law, LLC

A Quorum was established.

A meeting of the Personnel Board was held on Friday, February 14, 2025, commencing at 10:00 a.m., IUC, Room 117.

The meeting was called to order at 10:01 a.m. by Laura Dominik.

APPROVAL OF MINUTES

1. Approval of December 13, 2024 Meeting Minutes

Laura Dominik made a motion to approve the minutes as written. Arthur Freeland notes the minutes reflect a unanimous vote from the board to approve the November meeting minutes, however he was not present and did not vote. Laura made a motion to adjust the meeting minutes to show that the minutes were approved by the other three members and 1 abstained. Motion was seconded. Board approved unanimously. **Motion Carried.**

OLD BUSINESS

1. Update on Personnel Policies and Procedures Manual changes that were voted on at the November 2024 meeting for City Council consideration.

The changes to go before council are still in process. There is discussion on whether to combine Article 4 proposed changes with upcoming council agenda, discussion of public hearing, and discussion on waiting on holiday items.

2. Update on Unpaid Time Off Policy Proposal

Staff changes, union negotiations, and other time sensitive matters have delayed finalization of proposal. Motion by Laura to postpone this item until next meeting in March, Mr. Freeland seconds. The motion carries.

NEW BUSINESS

1. Review of Holiday Pay language in the Personnel Policies and Procedures Manual

Mr. Jackson presents and discusses proposed changes to Article IV. Hours of Work and Leave. There is a general discussion of the changes proposed.

2. Review of Sick Leave in the Personnel Policies and Procedures Manual as it pertains to use by Probationary Employees

Mr. Jackson presents and discusses proposed changes to the Accrual of Sick Leave Credit portion of Article IV. There is a general discussion of the changes proposed.

Schedule Next Meeting

Friday, March 14, 10:00am, in IUC Room 117.

ADJOURNMENT

Board motioned for adjournment at 10:55 a.m. Motion was seconded. Board approved unanimously. **Motion Carried.**