



Personnel Board Minutes

December 13, 2024 10:00 AM

17221 E. 23rd St. S. Room 117

CALL TO ORDER

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

ROLL CALL

Laura Dominik, Chair - present
Arthur Freeland, Board member - present
Cindy Troutman - Board member - present
Krys Lugenbeel, Board member - present
Mike Jackson, Human Resources Director - present
Carissa Smith, Human Resources Manager - present
Linsey Kolisch, Assistant City Counselor, Lauber Municipal Law, LLC - present

APPROVAL OF MINUTES

1. Approval of November 8, 2024 meeting minutes

Laura Dominik made a motion to approve the minutes as written. Motion was seconded. Board approved unanimously. Motion carried.

Edit: Arthur Freeland was not present at the November board meeting and therefore did not vote. Record edited to reflect the minutes were approved by three members, Arthur abstained.

OLD BUSINESS

1. No old business for review

NEW BUSINESS

1. Review of proposed Timekeeping Policy

Timekeeping policy will be an administrative policy and not placed in the Personnel, Policies and Procedures Manual.

2. Review of proposed Unpaid Time Off verbiage to follow Section J - Leave of Absence Without Pay

Policy is being proposed as a subsection to the Personnel, Policies and Procedures Manual.

Question was raised by board on verbiage outlining separation after 3 days in an individual does not return from unpaid time off. Board member stated that per her understanding, Missouri law is 5 days before you can separate employment. Legal counsel will look into any statues/regulations regarding this.

SCHEDULE OF NEXT MEETING

Friday, January 1, 10:00am in IUC Room 117

ADJOURNMENT

Board motioned for adjournment at 10:49 am. Motion was seconded. Board approved unanimously. Motion carried.