



Personnel Board Minutes

September 12, 2025 10:00 AM

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

CALL TO ORDER

The meeting was called to order at 10:00 a.m. by Laura Dominik.

ROLL CALL

Laura Dominik, Chair – Present

Cindy Troutman, Board member - Present

Krys Lugenbeel, Board member - Present

Carissa Smith, Human Resources Director - Present

Lindsey Kolisch, Assistant City Counselor, Lauber Municipal Law– Present

Cheryl Wrisinger, Human Resources Staff Assistant - Present

A Quorum was established.

APPROVAL OF MINUTES

1. Approval of minutes for the Regular Meeting on June 13, 2025.

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

2. Approval of minutes for the Meeting on July 30, 2025.

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

OLD BUSINESS

There was no old business discussed.

NEW BUSINESS

1. Article IV Personal Business Leave Clarification

Proposed verbiage change to personal business time use to align with current City practice. Human Resources reviewed propose change to the personal business verbiage in the PPM to reflect that requests for time off for personal business do not need to be requested in advance. Carissa explained the change in verbiage was to align with how the City is currently processing the requests and to ensure consistency when processing the requests.

Laura Domink, Chair, motioned to move the change to a public hearing. Cindy Troutman seconded motion. Board approved unanimously. **Motion carried.**

SCHEDULE OF NEXT MEETING

Public Hearing scheduled for Friday, October 10, 2025, at 10:00 a.m. at IUC, Room 117.

ADJOURNMENT

Laura Dominik, Chair, made a motion to adjourn the meeting at 10:06 a.m. Motion was seconded. Board unanimously approved. **Motion carried.**