



## **Personnel Board**

March 13, 2026 10:00 AM,

IMC, Room 148, 20201 E Jackson Dr., Independence, MO 64057

### **CALL TO ORDER**

### **ROLL CALL**

### **APPROVAL OF MINUTES**

1. Approval of February 12, 2026 Meeting Minutes.

### **PUBLIC HEARING**

1. A Public hearing Proposing Changes to Article VI as it pertains to Separation and Disciplinary Action; Section B verbiage update of the City of Independence Personnel Policies & Procedures Manual.

### **SCHEDULE OF NEXT MEETING**

### **ADJOURNMENT**



# INDEPENDENCE ★ MISSOURI ★

A GREAT AMERICAN STORY

## Personnel Board Minutes

February 12, 2026 10:00 AM

IMC, Room 423, 20201 E Jackson Dr., Independence, MO 64057

### CALL TO ORDER

The meeting was called to order at 10:03 a.m. by Laura Dominik.

### ROLL CALL

Laura Dominik, Chair – Present  
Erin Boatright, Board Member – Present  
Arthur Freeland, Board Member-Present  
Cindy Troutman, Board Member-Present  
Carissa Smith, Human Resources Director – Present  
Emyli Harding, Human Resources Business Partner-Present  
Cheryl Wrisinger, Staff Assistant – Present  
Lindsey Kolisch, Assistant City Counselor-Present  
Bridgett McCandless, Councilmember-Present

**A Quorum was established.**

### APPROVAL OF MINUTES

1. Approval of October 10, 2025 Meeting Minutes.

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

### NEW BUSINESS

1. Article VI. Separation and Disciplinary Action; Section B verbiage update.

Carissa Smith presented the proposed changes to the City of Independence Personnel Policies and Procedures Manual. Laura Dominik made a motion to present the recommended changes at a duly notified public hearing, Arthur Freeland seconded. Board approved unanimously.

**Motion carried.**

#### **SCHEDULE OF NEXT MEETING**

Personnel Board Public Hearing scheduled for March 13, 2026 at 10 am at IMC.

#### **ADJOURNMENT**

Laura Dominik, Chair, made a motion to adjourn the meeting at 10:17 a.m. Motion was seconded by Cindy Troutman. Board unanimously approved. **Motion carried.**

# City of Independence

## AGENDA ITEM COVER SHEET

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**Agenda Title:**

A Public hearing Proposing Changes to Article VI as it pertains to Separation and Disciplinary Action; Section B verbiage update of the City of Independence Personnel Policies & Procedures Manual.

**Recommendations:**

**Background:**

**Emergency Justification:**

**Fiscal Impact:**

**Council Action:**

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<b>Department / Contact</b>	Human Resources /
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**REVIEWERS**

Carissa Smith  
Jeremy Cover

**ATTACHMENTS:**

1. Article VI changes

## ARTICLE VI. SEPARATION AND DISCIPLINARY ACTION

### A. Termination

1. Classified Employees: A Department Head may, for cause, recommend the termination of a Classified Employee to the Human Resources Director via a formal written memorandum. Upon review of the termination recommendation, the Human Resources Director shall consider all options including:

1. Deny the recommendation for termination and provide the Department Head with the recommended actions instead of termination.
2. Approve the termination recommendation for cause. Upon approval of termination the employee shall be placed on a ten (10) day unpaid suspension to allow the employee the opportunity to appeal the termination decision as outlined in Article VII.
3. If additional information is needed to determine whether termination is appropriate, the Human Resources Director shall place the employee on suspension without pay for a period not to exceed ten (10) days to conduct further investigation, unless circumstances require additional time.

If a Classified Employee is reinstated without disciplinary action after suspension, said employee shall be compensated for the time they were placed on suspension without pay.

A classified employee who has been recommended for termination shall be entitled to receive a written statement of reasons for the action. Termination of classified employees shall be in accordance with the standards of the Merit System. The City Manager shall make the final determination on the matter. If the termination is appealed, it shall be processed in a timely manner pursuant to Article VII, section F step 4 of these Personnel Policies and Procedures.