

Personnel Board Meeting

July 26, 2023 6:00 p.m.

HR Department Conference Room

MINUTES

Date: July 26, 2023
Time: 6:00 p.m.
Place: Water Building, 2nd Floor, HR Department Conference Room
Present: Board Member Jim Collins
Board Member Martina Winston
Board Member Floyd Collins attended via conference call

Others Present: Tracy Hill, Gretchen DiFante, Jamie Wagner

CALL TO ORDER

Tracy Hill called the meeting to order at 6:15 p.m.

RECORD OF ATTENDANCE

Board members Jim Collins and Martina Winston were present. Board Member Floyd Collins participated via conference call.

APPROVAL OF MINUTES

Floyd Collins made a motion to approve the minutes from the July 11, 2023 meeting and it was seconded by Martina Winston. The minutes were approved.

NEW BUSINESS

Gretchen DiFante and Jamie Wagner presented a job description and pay grade for a new position, Project Manager – Grants. The need for the role and associated responsibility was discussed. The position will be posted internally.

Martina Winston made a motion to approve the job description and pay grade and the motion was seconded by Jim Collins. While Floyd Collins was unable to vote, he shared his approval and support for the position. The motion was approved. It was noted that if the position is ever posted externally, edits to the job description will be made.

ADJOURNMENT

With no additional business to come before the Board, the meeting was adjourned at 7:00.

Respectfully submitted,



Tracy Hill, Board Secretary/Director of Human Resources