

FINANCE AND PERSONNEL COMMITTEE MEETING MINUTES

APRIL 12, 2021

PRESENT: Mayor Carswell, Vice Mayor Jones, Councilwoman Bates, Councilman Tinley, City Manager Valerie Kirkland, Assistant City Manager Trinetta Skinner, City Clerk Jermaine Evans, Human Resources Director Latonya Wimberly, Finance Officer Tyronda Dixon, Mrs. Delia DeBlass (City Attorney's office)

ABSENT:

1. The meeting was called to order by Chairwoman Alberta Anderson at 4:01 p.m.
2. Councilman Tinley gave the invocation.
3. Mayor Carswell led all in attendance in the Pledge of Allegiance.
4. City Manager Kirkland introduced Mrs. Delia Bass representing the City Attorney's office, who provided a review of the updated Procurement of Service Ordinance. A letter of recommendation for potential changes was drafted and provided to the committee.

Recommendations are as follows:

- The recommended changes were for Section 88-3 to mandate the City Manager receive authorization from the Council to appoint a subordinate employee with purchasing responsibilities. This authorization would also have strict limitations on the dollar amount they could authorize for purchases as well as a set time period they would have the authority to make purchases.
 - Section 88-32 provides that the City Manager would draft written procedures for procurement that the purchasing agent would need to follow. The policy as it is written would remove the responsibility of oversight because the purchasing agent and City Manager are one and the same. The recommendation made was to change the language stipulating that approval for procurements be approved by Council with a \$45K maximum enacted before needing such approval by City Manager Kirkland and the Committee barring an emergency situation.
5. City Manager Kirkland asked City Attorney Bass to provide an update of the Personnel Policy and Procedure Manual. The main highlights provided were:
 - Addition of an Information Technology Acceptable Use Policy
 - Social Media Policy (City and Personal)
 - Whistleblower Policy

Councilman Tinley spoke to Council's adoption of a shared leave component in 2019 that was not represented in the new manual. This policy would allow any employee to "gift" a portion of their leave to another. This could be done in the event a situation or circumstance required the requestor to work for extended periods of time greater than their reserved sick leave. City Clerk Jermaine Evans reviewed other updates and changes he completed on the manual, including an

update of language and terminology sensitive to gender identification and sexual orientation, additions to Ch#23 Employee Personal Social Media Use and an update of current positions and responsibilities.

6. With no further business on the agenda, the meeting was adjourned at 4:32 p.m.