

**Personnel and Labor Relations Committee
Minutes**

January 6, 2015

Members:

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| Brenda Roosevelt, Chairman | <u>P</u> | A |
| Steve Adler | P | <u>A</u> |
| Michael "Doc" Holliday | <u>P</u> | A |
| Brad Maxwell | <u>P</u> | A |
| Jack Minner | P | <u>A</u> |
| Kristen Novacich | <u>P</u> | A |
| Joe Semanisin | <u>P</u> | A |

Others present: Toni Corona, Timothy Renick, Barry Harris, and Chris Sillery.

1. A motion was made by Doc Holliday and seconded by Brad Maxwell to approve the minutes of the last meeting. The motion carried unanimously.
2. A motion was made by Doc Holliday and seconded by Brad Maxwell to approve the new job description for Administrative Assistant, grade 9, in the Health Department. The motion carried unanimously.
3. A motion was made by Doc Holliday and seconded by Kristen Novacich to approve the updating of the Electronic Communications Policies and Procedures. The motion carried unanimously.