



## **PERSONNEL BOARD MEETING MINUTES**

**Friday, February 12, 2021**

**Joplin City Hall**

**602 S. Main**

**5<sup>th</sup> Floor Study**

### **I. Roll Call**

Michelle Stadler - Present

Stephen Holt - Present

Kraig Johnson - Present

Jeff Hughey – Not Present

Todd Hawkins- Not Present

A quorum of members was present.

City Staff Present: Patrick Hurn, Interim Human Resources Director, Trish Smith, Human Resources Assistant/recorder of minutes. Ryan Talken, Health Department Director, Joyce Doty, WIC Coordinator

### **II. Approval of Minutes from Previous Meeting**

A motion to approve the minutes of the last meeting, with a second. The motion passed.

### **III. Unfinished Business**

There was no unfinished business to be discussed.

### **IV. New Business**

Ryan Talken, Health Department Director, and Joyce Doty, WIC Coordinator, presented the proposed new position of Breastfeeding Peer Counselor Coordinator.

The Personnel Board had questions:

Board Member Kraig Johnson asked: What this position will be doing?

Joyce Doty, WIC Coordinator responded: This position is part of the WIC Program and they will work helping new mothers learn to breastfeed and to continue to breastfeed. This is a grant funded position. The employee is already in the position and she works approximately 74 hours every two weeks. The current employee is a Board-Certified Lactation Consultant. This reclassification will not add another position to the Health Department.

Patrick Hurn, Interim Human Resources Director clarified that this is a reclassification of a current position. A current Lead Peer Counselor position will be reclassified to the new position of Breastfeeding Peer Counselor Coordinator.

Board Member Kraig Johnson asked: Will this position help with dietitian duties?

Joyce Doty, WIC Coordinator responded: The employee in this position will not be helping with the dietitian duties.

Board Member Stephen Holt asked: What is the pay range for this position? Interim Human Resources Director Patrick Hurn explained how the pay ranges work and that the pay range for this position is 110 on the salary schedule based on the qualifications required for the position.

A motion was entered to approve the job description. The motion was seconded. The motion was passed.

Patrick Hurn, Interim Human Resources Director, presented the new City of Joplin Social Media policy for review.

The Personnel Board had questions and comments:

Board Member Kraig Johnson stated: This is something that needs to be in place but must be careful of First Amendment rights. The verbiage in the policy is where it needs to be.

Interim Human Resources Director Patrick Hurn explained: The City of Joplin does not have a Social Media Policy. A work group of employees from different city departments was put together, and they spent 6-8 weeks developing the policy. This is a living document and will be reviewed every 1-2 years. The policy will be implemented into the City of Joplin Rules and Regulations under the authority of the City Manager.

Board Member Michelle Stadler asked: Is this policy new?

Interim Human Resources Director Patrick Hurn answered: Yes, this is a new policy. Once the policy is approved, there will be training for all city employees. Employees will have PowerPoint training on the policy and will sign off that they have received and reviewed the policy, and this will be put in their personnel file.

A motion was entered to approve the Social Media Policy. The motion was seconded. The motion passed.

#### **V. Other Business**

No other business was discussed.

#### **VI. Adjournment**

With no further business before the Committee, the Chair entertained a motion to adjourn, with a first and second and all members present in agreement, the Personnel Board meeting was adjourned.