MINUTES
POLICIES & PROCEDURES COMMITTEE MEETING

JULY 10, 2015

Chairperson Donavan Mayer called the meeting to order at 10:30 a.m. Other members present were Renee Eckerly, City Administrator and Kay McDaniel.

> **Motion was made by McDaniel to approve the minutes from the May 14, 2015 Policies & Procedures Committee Meeting. Seconded by Mayer and unanimously carried.**

CUSTOMER SERVICE SPECIALIST POSITION

The Committee discussed the following:

- Job description with concerns with this person having too much to do
- Can a person do customer service and transcription
- Part-time versus full-time
- What type of person can do the transcription
- Need a person who would not internalize what they hear or transcribe
- What if the person is good in one department and not in the other
- Typing test for transcription
- Supervisor will be the City Administrator
- Add wording to description of work, desirable training, and duties & responsibilities sections
- Interviews to be held August 5th or 6th

Motion was made by McDaniel to approve the Customer Service Specialist Job Description with suggested changes and recommend such to the City Council. Seconded by Mayer and unanimously carried.

NEXT MEETING

The next meeting will be August 5th or 6th to hold the interviews. The agenda will include the Personnel Policy, Employee Evaluations, and Administration Job Descriptions.

There being no further business, the meeting was adjourned at 11:05 a.m.