

May 12, 2010

HUMAN RESOURCES & ADMINISTRATION COMMITTEE MEETING - MINUTES

On Tuesday, May 12, 2010 HR & Administration Committee held a Meeting.

Present: Randy Jessup, Councillor - Chair
Percy Bresnahan, Mayor
Harold Luckasavitch, Clerk-Treasurer
Jane Dumas, Councillor
Gerry Dunn, Works Superintendent
Carla Gatley, Administrative Assistant

Chair Randy Jessup called the meeting to order at 10:40 a.m.

Moved by: J. Dumas Seconded by: H. Luckasavitch
"Adopt the Agenda as circulated and revised".
-Carried-

Disclosure of Pecuniary Interest – None declared.

Moved by: J. Dumas Seconded by: P. Bresnahan
"Adopt the minutes of the March 16, 2010 meeting as circulated".
-Carried-

Business Arising From the Minutes /Unfinished Business:

- Gerry and Hal to have staff evaluations on all staff done by Wednesday May 19, 2010. Hal will give Georgina Bresnahan a copy of performance evaluation form that she can use for the librarians.
- Letter Randy wrote to be held until next HR/Admin meeting.

New Business:

- Vacation time not taken in the calendar year will be paid out at the beginning of the new year. Over time to be paid in pay period earned.
- All staff to review Gail Rappolt's report and hand in a written comment to HR/Admin by Wednesday May 19, 2010.

Next Committee Meeting to be held on May 19, 2010 at 9:00 a.m.

Moved by: J. Dumas Seconded by: P. Bresnahan
"To adjourn the HR and Administration meeting of May 12, 2010 at 11:03 a.m.". **-Carried-**

Randy Jessup - Chair