

**APPROVED MINUTES OF THE
COMMITTEE OF THE WHOLE**

January 7, 2019

Conference Room #119

6:00 P.M.

Present: Commissioners: Mayor Pro-Tem Michael Brown, Betsy Artz, Emily Bridson,, Robert Coughlin, Maurice Groce, Thomas McKelvey, and Mayor Stephen Kepley. Also present: Deputy Finance Director Bhama Cairns, Finance Director Tom Chase, Human Resource Director Gail Dewey, City Clerk Dan Kasunic, Fire Chief Brent Looman, Deputy Administrator Mark Rambo, Deputy Police Chief Richard Roberts, Fire Department Administrative Assistant Nancy Shane, and City Attorney Jeff Sluggett.

HUMAN RESOURCES DEPARTMENT:

A. REVIEW AND DISCUSSION OF THE CITY OF KENTWOOD EMPLOYEE HANDBOOK.

Human Resources Director Dewey stated she would be reviewing several items for review, questions, suggestions and then approval at the next Commission meeting. Director Dewey stated this sets all guidelines needed for employees along with setting the culture for the City. She informed the Committee the last update of the handbook was in 2008 and it was apparent the handbook was dated and was lacking some policies and needed an overhaul. Examples such as use of marihuana and vaping, and lack of a social media policy. She noted some laws had changed, such as FMLA (Family & Medical Leave Act).

Director Dewey noted she had worked with the City's Labor Attorney, asked for feedback from the Department Heads, and had several discussion with the Mayor's Office and City Attorney. She stated the item before them was the final product and wanted feedback prior to approval at the next City Commission Meeting. The Commission had several questions and noted a concern with some parts, with the change being made and brought back to the Committee of the Whole for a recommendation prior to approval at the Commission meeting.

The meeting was adjourned at 6:37 P.M.

Dan Kasunic
City Clerk

Michael Brown
Mayor Pro-Tem