



**CITY OF EAST POINT  
HUMAN RESOURCES COMMITTEE MEETING MINUTES**

**April 16, 2014**

**6:45 P.M.**

2727 East Point Street  
East Point, Georgia 30344  
Mayor's Conference Room

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**I. MEETING CALLED TO ORDER** at 6:53 p.m. by Council Karen Rene

**II. ROLL CALL:**

**Budget Committee Members Present:**

Council Member Rene  
Council Member Holiday Ingraham  
Mayor Peters

**Budget Committee Members Absent:**

Council Member Saucier

**Others Present:**

Keshia McCullough, Deputy City Clerk

**III. ADOPTION OF AGENDA:**

**Council Member Holiday Ingraham** made a motion to adopt the agenda with **Mayor Peters** providing the second. *The motion carried unanimously.*

**IV. APPROVAL OF MINUTES**

**Mayor Peters** made a motion to adopt the February 5, 2014 and March 5, 2014 minutes with **Council Member Holiday Ingraham** providing the second. *The motion carried unanimously.*

**V. OLD BUSINESS:**

**Council Direct Reports**

There was discussion about the need to start formally reviewing staff who report to Council. Those staff members should be evaluated based on the Charter.

**A. Communication Protocol**

The Communication Protocol had been revised and will be sent out to Council.

**B. Supervision and Accountability**

Clear expectations should be made and there should always be on-going conversations about what is going on. There needs to be a process implemented

on how to note a concern for direct reports.

1. Charter Provisions- There are three provisions that are not in the City Manager's position.
2. Ordinance
3. Job Descriptions- The Legal Department has a copy of the City Manager position and they will be contacting Mercer to obtain what was submitted by Council last year.
4. Performance Evaluations

**VI. NEW BUSINESS:**

There was no new business to discuss.

**VII. COMMITTEE MEMBER COMMENTS:**

N/A

**VIII. EXECUTIVE SESSION:**

**Council Member Holiday Ingraham** made a motion to adjourn to Executive Session at 7:40 PM with **Mayor Peters** providing the second. *The motion carried unanimously.*

**Council Member Holiday Ingraham** made a motion to reconvene back into regular session at 8:18 PM with **Mayor Peters** providing the second. *The motion carried unanimously.*

**IX. ADJOURN:**

**Mayor Peters** motioned to adjourn the meeting at 8:18 PM with **Council Member Holiday Ingraham** providing the second. *The motion carried unanimously.*

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Keshia McCullough, Deputy City Clerk