



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

February 5, 2014

6:45 P.M.

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

I. MEETING CALLED TO ORDER at 7:15 p.m. by Committee Chair, Council Member Deana Holiday Ingraham

II. ROLL CALL:

Budget Committee Members Present:

Council Member Saucier
Council Member Rene
Council Member Holiday Ingraham
Mayor Peters

Others Present:

Keshia McCullough, Deputy City Clerk

III. ADOPTION OF AGENDA:

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

IV. OLD BUSINESS:

Council Direct Reports

A. Communication Protocol

Per the Charter, communication will be done through the City Manager to department heads. Any constituent complaints/concerns that the department heads may have, they will contact the City Manager. Within 2 business days, he will respond and provide an update, if any, and a resolution timeline. Council Member Holiday Ingraham will draft a resolution.

B. Supervision and Accountability

1. Charter Provisions
2. Ordinance
3. Job Descriptions

There was a discussion about the job descriptions of all direct reports.

4. Performance Evaluations

There will be annual evaluations where the Council will review the direct reports job descriptions and overall performance.

V. NEW BUSINESS:

The Robert Bobb Group's contract needs to be reviewed. Also, a timeline to be evaluated must be established. A status report is needed on deliverables in Exhibits B, C, and D.

VI. COMMITTEE MEMBER COMMENTS:

N/A

VII. ADJOURN:

Council Member Holiday Ingraham motioned to adjourn the meeting at 8:45 PM with Council Member Saucier providing the second. *The motion carried unanimously.*

Keshia McCullough, Deputy City Clerk