



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

**May 21, 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 6:56 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:**

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

**IV. APPROVAL OF MINUTES**

**Mayor Peters** made a motion to approve the April 16, 2014 minutes with **Council Member Holiday Ingraham** providing the second. *The motion carried unanimously.*

**V. OLD BUSINESS:**

**Council Direct Reports**

N/A

**A. Communication Protocol**

The Communication Protocol has already been established.

**B. Supervision and Accountability**

There needs to be a process in place to supervise direct reports.

1. Charter Provisions- However staff is held accountable, it should be within the guidelines of the Charter.

2. Ordinance
3. Job Descriptions
4. Performance Evaluations-Once the evaluations have been processed, a copy will be shared with Council during Executive Session.

**VI. NEW BUSINESS:**

There was no new business to discuss.

**VII. COMMITTEE MEMBER COMMENTS:**

N/A

**VIII. ADJOURN:**

**Mayor Peters** motioned to adjourn the meeting at 8:04 PM with **Council Member Holiday Ingraham** providing the second. *The motion carried unanimously.*

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Keshia McCullough, Deputy City Clerk