

HR Committee

MEETING MINUTES

Date: November 11, 2021

Time: 4:08 PM

Place: Microsoft Teams

I. Call to order

The meeting was called to order by Kelly Roper, Vice-Chairman, via Microsoft Teams at 4:08 PM. Due to Kelly Roper being the committee vice-chairman and secretary, Gary Hall was appointed as the proxy secretary for this month's meeting.

II. Roll Call

a. **The following committee members were present:**

Kelly Roper, Brandi Cotterman, Gary Hall, Connie Short, and Chris Sullivant

b. **The following committee members were excused:** *Heather Mc Garity, Sarah Johnson, and Karston Tidwell*

c. **The following committee members were absent:** *none*

d. **The following guests attended the meeting:** *none*

III. Approval of minutes from last meeting: The October minutes were reviewed. Gary Hall made a motion to accept the October minutes as read and Chris Sullivant seconded the motion. The minutes were approved.

IV. Old Business- APM 2.35a and 1.10 were approved by cabinet and these changes will be updated in the APM.

V. New Business-

a. After last meeting we did not set a monthly meeting time. All were in favor of the second Thursday of the month at 4:00pm. All present asked for a meeting link thru TEAMS for meetings going forward. Brandi Cotterman suggested that a recurring meeting link be sent so that it will be on everyone's calendar. Kelly Roper will pass this along to Sarah Johnson.

v. **Adjournment-** With no further business, Chris Sullivant made a motion to adjourn the meeting at 4:15 p.m. Gary Hall seconded the motion. All were in favor and the meeting was adjourned.

Minutes submitted by: Gary Hall, proxy secretary