

DIRECTORS' ORGANIZATIONAL MEETING

Monday, September 13, 2021

555 S. 10th Street

COUNCIL CHAMBERS

Present: James Michael Bowers, Tammy Ward, Tom Beckius, Jane Raybould, Dennie Shobe, Sandra Washington, Director Doug McDaniel, HR Coordinator Daisy Bratton, City Attorney Yohance Christie, Soulinnee Phan

I. MINUTES

1. Approval of Directors' Minutes from August 23rd, 2021

II. ADJUSTMENTS TO AGENDA

III. CITY CLERK

City Clerk provided a review of the council meeting. City Clerk stated that we will start with the Mayor's Award of Excellence. Clerk stated that item 6A may have a motion to amend. City Clerk stated that item 10A and 10B will have a public hearing and action on 9/20.

IV. DISCUSSION REGARDING THE DUTIES AND RESPONSIBILITIES FOR COUNCIL SECRETARY

Director Doug McDaniel and HR Coordinator Daisy Bratton provided information on the history of the Council Secretary Position. Director McDaniel reviewed the job description with the Council. Council members shared input with the Director McDaniel regarding the position description. Council members suggested that this should be remain an apolitical position, the need for coordinator of calendars, and responding to contacts that come in. Conversation was had on if this should be a full time position, how the job description should be revised, and how supervision should be provided. Director McDaniel will gather this information as the Council proceeds with hiring a new Council Secretary.

V. BOARDS/COMMITTEE/COMMISSION REPORTS

On Hold This Week