

**MINUTES OF THE PERSONNEL BOARD MEETING**  
**HELD ON THURSDAY, JULY 24, 2008**  
**BRANNON CENTER, 105 N. RIVERSIDE DRIVE,**  
**NEW SMYRNA BEACH, FL 32168**

Chairperson Pohlar called the meeting to order at 4:00 p.m.

**ROLL CALL:**

Chairperson Martha (Micky) Anne Pohlar	-	present
Board Member Dianne C. Shelby	-	present
Board Member Elaine Giannini	-	present
Board Member Robert Chapin	-	not present
Board Member Jesse McGuirk	-	not present

**APPROVAL OF MINUTES OF MEETING HELD June 26, 2008**

Ms. Pohlar asked if everyone had a chance to read the minutes and if there were any questions or comments. Ms. Giannini stated that the date of the next scheduled meeting listed at the end of the minutes was incorrect. Instead of stating September 25, 2008, it should state July 24, 2008. Ms. Shelby made a motion to approve the minutes as corrected, seconded by Ms. Giannini.

**NEW BUSINESS**

Ms. Pohlar opened the discussion by asking if anyone had any questions concerning the copy the Policy and Procedures Manual that shows all the changes that have been made to it. She addressed each section at a time allowing for any comments to be made. Ms. Giannini raised a question on page 84, Section VIII, Benefits. She wanted to know why the section was highlighted. Ms. Hargy explained that the reason for the highlighted section was to show that the Family Medical Leave Policy is new and replaced the old policy and it includes the military leave policy.

Ms. Pohlar continued to address the remaining sections and asked if there were any questions. There were none.

Ms. Giannini made a motion to approve the revisions and changes to the Policy and Procedures Manual, seconded by Ms. Shelby.

Ms. Hargy presented some additional changes made to the manual. She explained the changes and asked if there were any questions or comments. Ms. Shelby addressed page 17, Item J, Use of City Property, and asked if a regular driver's license is required. Ms. Hargy said that it depends on the type of vehicle being driven.

Ms. Shelby addressed page 17, Item I, Employee Debts, and made a suggestion to add a statement stating that the City will comply with IRS regulations concerning garnishments. Ms. Hargy said she will add a statement to the policy.

Ms. Pohlar asked the members if they wanted to vote on the changes. Ms. Shelby made a motion to accept the additional changes, seconded by Ms. Giannini.

Ms. Hargy stated that the next scheduled meeting will be held on September 25, 2008.

#### OLD BUSINESS

Ms. Pohlar asked if there is any old business that needs to be addressed. There was none.

#### OTHER BUSINESS

Ms. Pohlar asked if there is any other business that needs to be addressed. There was none.

#### ADJOURNMENT

Ms. Giannini made a motion to adjourn which was second by Ms. Shelby. The meeting was adjourned at 4:30 p.m.

The next meeting is scheduled for Thursday, September 25, 2008 at 4:00 p.m.