

City Council Personnel Subcommittee Meeting
Thursday, April 3rd, 2025
2:15 p.m.
Virtual / Zoom

Subcommittee Members Present:

Attendees:

Alyia Gaskins, Mayor	Alyssa Williamson, Chief Human Resources Officer
R. Kirk McPike, City Councilman	Alethea Predeoux, Deputy City Manager
	Lexi Mays, Talent Acquisition Coordinator

Item No.	Agenda Item	Discussion, Follow Up, and/or Action	Lead
I.	Call to Order		
		2:19pm	Mayor Alyia Gaskins called to order.
II.	Review of February Meeting		
		Councilman R. Kirk McPike motioned to approve last meeting's minutes (2/19/2025). Mayor Alyia Gaskins carried motion and approved minutes.	R. Kirk McPike, Councilman
III.	Roles & Responsibilities		
	CHRO Williamson delivered a PowerPoint presentation.	Chief Human Resources Officer (CHRO) Alyssa Williamson presented a summary of findings from Appointee feedback. Overall positive response to more structured process with more frequent evaluations.	Alyssa Williamson, CHRO
		CHRO Williamson provided recommendations based on Appointee feedback and a survey of other jurisdictions. Subcommittee will establish forms and process.	
		Members proposed that the subcommittee should have a role in the first screening of personnel issues and then in briefing the rest of Council. Subcommittee engagement should occur via check-ins through the year. Defined need for	

		clarification on what the continuing intent is for the subcommittee.	
IV.	Recommendations for Process, Structure, and Forms		
		CHRO Williamson proposed two subcommittee structures; defined term vs. ongoing responsibilities. Discussion around this is currently taking place in other subcommittees and it should mirror what is decided for other committees.	Alyssa Williamson, CHRO
		CHRO Williamson raised Members' prior suggestion of rotating subcommittee members. Members agreed that the approach should also be consistent across all subcommittees and requested a public facing report on their proceedings.	
		CHRO Williamson proposed an evaluation format based on a 5-point rating scale for relativism and a jumping off point for conversation. Subcommittee discussed that the current process is a 5-point scale and might not be effective in providing fair and narrative feedback.	
		The subcommittee proposed two other options; satisfactory/unsatisfactory and exceeds/meets requirements as well as a norming exercise to build unified understanding of format.	
		Discussion on the advantages and disadvantages of using numbers versus exceeds/does not exceed and how to mark a trendline to create the expectations. Conclusion that all discussed pieces must be included to have a new and effective evaluation process.	
		Mayor Gaskins recommended performance standards specific to role based on defined competencies and practice areas.	
V.	Draft Form Review		
		CHRO Williamson presented a draft for the City Manager's Self-Evaluation form. The members provided a high-level reflection noting that it should be more specific to	Alyssa Williamson, CHRO

		allow staff flexibility to talk about what they want to but also reflect how they are growing within the positions, meeting expectations, and fulfilling the responsibilities of the City. Next meeting will include more detailed language surrounding Council, City, and service areas.	
		CHRO Williamson presented a draft for the City Manager's Evaluation form. It contained the same competencies and practices identified in the self-evaluation form.	
		CHRO Williamson briefly presented other evaluation forms. The only competency that is consistent across agencies is Culture and Ethics.	
		CHRO Williamson committed to receiving feedback on forms. The members will review and return to next meeting with more detailed feedback.	
VI.	Conclusion & Next Steps		
		Members proposed that the current forms be used this upcoming June. Notice will be provided on upcoming process changes and feedback required. Discussion occurred on whether to rollout new evaluations for Fiscal Year 2026 or 2027. The members requested drafted documents for early pieces of communication and updates to the defined competencies for next meeting.	Alyssa Williamson, CHRO Alethea Predeoux, DCM
		Next meeting was tentatively scheduled for May 15 th , 12:00pm. CHRO Williamson will coordinate with Subcommittee members' calendars to confirm the date.	Alyssa Williamson, CHRO
VII.	Adjournment		
		3:12pm	Mayor Gaskins adjourned the meeting.