



**MORGANTOWN**  
**PERSONNEL BOARD**

304-284-7439  
Morgantownwv.gov  
430 Spruce St.  
Morgantown, WV 26505

**Agenda**

**PERSONNEL BOARD**

Wednesday, January 31, 2024, 10:00 A.M  
Spruce Street Conference Room  
430 Spruce Street, 1<sup>st</sup> Floor, Morgantown, WV, 26505

1. **Call to Order:**
2. **Roll Call:**
3. **Approval of Minutes:** November 11, 2019
4. **New Business:**
  - A. Consideration of Procedure for Grievance Hearings

If you need accommodations, please contact the City Clerk's office 304-284-7439.



**PERSONNEL BOARD**  
Meeting Minutes  
November 11, 2019  
Law Conference Room, City Hall

**Present:** Personnel Board Members: Nancy Ulrich and Suzanne Kitchen, City Attorney Ryan Simonton, Human Resource Director John Bihun, Secretary Carrie Nestor, Councilor Zackery Cruze, and Deputy Clerk Heather Carl. Sarah Stevenson was absent.

**Call to Order:** City Attorney Ryan Simonton called the meeting to order at 9:00 a.m.

**New Business:**

Discuss Changes to the Morgantown Personnel Rules Paid leave for absences for employees related to Foster or Adoption Care

*Paid Leave for Foster Placement: A City employee who receives a placement of a non-relative foster, related or "kinship" foster child in the custody of the West Virginia Department of Health and Human Resources and who is entitled to take leave under paragraph(B) of this section, shall be entitled to be paid for up to eight hours of such leave from work in connection with such placement and immediate childcare responsibilities during the one-week period beginning on the date of such placement. Paid leave under this subsection shall not exceed twenty-four hours per calendar year. The city is entitled to have the employees substantiate applicability of paid leave under this section.*

City Attorney Ryan Simonton and Councilor Cruze through the Human Resource Director is presenting a foster parent policy to the Personnel Board for its recommendation of some changes to the Charter. After discussion, there was a motion by Suzanne Kitchen, second by Nancy Ulrich, to recommend changing the Personnel Rules to allow paid leave for Foster Placement. The following changes will include:

*A City employee who receives a placement of a non-relative foster, related or "kinship" foster child in the custody of the West Virginia Department of Health and Human Resources and who is entitled to take leave under Charter 4.05 (b) of the section, shall be entitled to be paid for up to sixteen hours of such leave from work in connection with such placement and immediate childcare responsibilities during the one-week period beginning on the date of such placement. Paid leave under this subsection shall not exceed thirty-two hours per calendar year.*

**Adjournment:** With there being no further discussion, the meeting was adjourned by consensus at 9:26 a.m.

Minutes Approved:

Board Member:

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Suzanne Gosden Kitchen