

**FINANCE COMMITTEE  
MEETING  
AGENDA  
October 14<sup>th</sup>, 2021  
4:30 P.M.**

- I. Agenda Changes
  
- II. Adoption of Minutes
  - 1. September 9<sup>th</sup>, 2021
  
- III. Sick Leave Bank Policy
  
- IV. General Information
  
- V. Town Council Agenda
  
- VI. Next Meeting Date: November 10<sup>th</sup>, 2021
  
- VII. Adjournment

**Finance Committee  
Minutes  
October 14<sup>th</sup>, 2021**

Mrs. Ball called the meeting to order at 4:30 p.m. at 802 Main Street, West Point, Virginia 23181. Members present include Deborah Ball, Chairperson and Robert Lawrence.

Also Present: Jim Hudson, Mayor; Chris Vincent, John Ragsdale and James Pruett, Town Council Members.

Also Present Via WebEx: John Edwards, Town Manager.

Staff Members Present; JaLeesa Amis, Administrative Assistant; Susan Harlow, Town Treasurer; Donna Pauley, Human Resource Officer; Walt Feurer, Director of Public Works and Tim Sawyer, Chief of Police.

**I. Agenda Changes**

There were no changes made to the agenda.

**II. Adoption of Minutes**

A. September 9<sup>th</sup>, 2021

Mr. Lawrence made a motion to adopt the minutes as presented, seconded by Mr. Ragsdale. Upon a unanimous vote the motion was approved.

**III. Sick Leave Bank**

Donna Pauley, reviewed the draft for a sick leave bank that would allow employees to join and donate sick leave for other town employees to use when an employee has exhausted their own sick leave. Use of the sick leave bank would require approval of the Town Manager Ms. Pauley also stated that the policy is a personal policy change and needs to be approved by Town Council.

Mrs. Ball advised that she is familiar with a sick leave bank while working for the County, it is a good program for coworkers to help each other.

Ms. Pauley advised it is not an answer to a long-term illness, it is designed to assist employee's when the need arises.

Mr. Edwards advised that Town Staff have worked very hard on the plan, in order to receive a benefit, an employee would need to join and donate time before they can draw on the bank. Mr.

Edwards also stated that he would like Town Council to put sometime in the bank to get the program up and running. An employee can only draw up to 160 hours per year.

The consensus of the Committee is to place the Sick Leave Bank on the Town Council agenda.

**IV. General Information**

Mr. Edwards advised he has no General Information.


**V. Town Council Agenda**

Mrs. Ball asked the Town Manager to place the Sick Leave Bank on the Agenda.

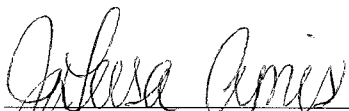
**VI. Next Meeting Date:** November 10<sup>th</sup>, 2021

**VII. Adjournment**

There being no further business Mrs. Ball adjourned the meeting at 4:550p.m.

  
Deborah T. Ball  
Chairperson

ATTEST:

  
JaLeesa Amis  
Administrative Assistant