MINUTES OF BENEFITS COMMITTEE MEETING
CITY OF KENNESAW
City Hall Training Room
May 8, 2025
11:00 AM

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1. Call to Order

Jeff Drobney called the meeting to order at 11:01 a.m.

Present: Luke Howe, Economic Development; Joshua Guerrero, Information Technology; Bill McNair, Parks and Recreation; Brian Acker, Human Resources; Nikki McGraw, 911; Ricky Stewart, Public Works; Adam Hainline, Police; Kamil McElwee, Southern Museum; Jennifer Gordy, Finance; Lea Alvarez,City Clerk; Anna Trapp, Assistant to the City Manager; Jeff Drobney, City Manager; and Dave Simpson, Smith-Gilbert Gardens (arrived at 11:03 a.m.).

2. Approval of the Meeting Minutes

There were no meeting minutes to approve.

3. Announcements/ Public Comment

There were no announcements or public comment.

4. Old Business

5. New Business

A. **Update to Personnel Policy and Procedures Manual**
Revisions to Section 15.5 Training, Conference, and Meeting Attendance Travel Policy

Dr. Drobney explained to the committee that the City's travel policy needed to be updated. In 2017, a policy was put in place for travel to create limits on spending, particularly for meals. Some years have passed and, because of inflation, the City Manager's office decided to go back and take a look at the policy to see if there were any needs to update.

Anna Trapp shared that the original policy had set per diem rates. Since 2017, the General Services Administration (GSA) has increased per diem rates by 25 percent. In the proposed updates, staff has removed those set rates and have referred the employee back to the GSA website. So, as GSA updates their rates, the City's rates will stay updated as well. Further, the City Manager's office reformatted the policy and condensed it for ease and readability. The last update made is that employees will no longer submit a paper check request for reimbursements and advancements. Instead, they will enter that request into Tyler.

Jennifer Gordy noted that if a department has a traveler that has not traveled on behalf of the City before, the Department Head can reach out to Accounts Payable to have that traveler entered into Tyler as a vendor.

Ricky Stewart asked for clarification if an employee could travel with a spouse and/or a dependent in a city vehicle. The policy speaks to traveling with a spouse and/or dependents, as it mentions they are not allowed to be reimbursed, but also requests that employees drive a city vehicle. Dr. Drobney said he would clarify that with the City's insurance carrier, GIRMA.

Nikki McGraw requested the travel forms be changed as they are incredibly cumbersome for employees to fill out. Dr. Drobney asked if the committee would send their suggested changes to Anna.

Adam Hainline mentioned that in the original policy, there was a great amount of detail guiding when per diems were to be issued, especially in terms of single-day trips versus overnight trips. He shared that these guidelines have been helpful when setting up travel for the police department.

Dave Simpson asked if an employee is responsible for paying the cost of non-refundable tickets, hotel rooms, etc. if he or she is unable to attend the conference or training, does that then suggest that staff should purchase refundable tickets. Dr. Drobney responded that the employee did not need to purchase a refundable ticket. The City Manager's office has the authority to reimburse with justification on a case-by-case basis.

Dr. Drobney thanked everyone for their input and shared that the City Manager's office would come back to address the questions raised during the meeting.

6. Adjourn

The meeting was adjourned at 11:22 a.m.