

MINUTES OF BENEFITS COMMITTEE MEETING
CITY OF KENNESAW
City Hall Training Room
2529 J.O. Stephenson Ave., Kennesaw, GA 30144
June 25, 2025
3:30 PM

1. Call to Order / Roll Call

City Manager Jeff Drobney called the meeting to order at 3:31 p.m.

Staff present: Jeff Drobney, City Manager; Adam Hainline, Police; Ricky Stewart, Public Works; Bill McNair, Parks and Recreation; Brian Acker, Human Resources; Dave Simpson, Smith-Gilbert Gardens; Kamil McElwee, Southern Museum; Jennifer Gordy, Finance; Meredith Staton, Finance; Lea Alvarez, City Clerk; and Anna Trapp, Assistant to the City Manager.

Staff absent: Luke Howe, Economic Development; Nikki McGraw, 911; and Joshua Guerrero, Information Technology.

2. Approval of the Meeting Minutes

A. Minutes: May 8, 2025 Benefits Committee Meeting

Approval of the May 8, 2025, Benefits Committee Meeting minutes

Bill McNair made a motion to approve the May 8, 2025, Benefits Committee meeting minutes as presented. Seconded by Brian Acker.

Vote taken and approved (Luke Howe, Nikki McGraw, and Joshua Guerrero absent). Motion passed.

3. Announcements/ Public Comment

There were no announcements or public comment.

4. Old Business

A. Update to Personnel Policy and Procedures Manual

Revisions to Section 15.5 Training, Conference, and Meeting Attendance Travel Policy

Anna Trapp reviewed the requested amendments to the proposed update of the Training, Conference, and Meeting Attendance travel policy.

Dave Simpson raised a concern about the use of the term “reimbursement” throughout the policy, noting that employees are encouraged to charge eligible expenses to a City-issued credit card when possible. Members agreed that language regarding the preferred use of the City-issued credit card should be moved toward the beginning of the policy. Anna agreed to review and highlight all references to reimbursement, clarifying what constitutes a qualifying expense.

Dave Simpson also requested clarification on travel arrangements when multiple employees attend the same conference, specifically regarding expectations of transportation and lodging. It was further clarified that if an employee is traveling with a spouse or partner, the employee would not be expected to pay for half the cost of the room.

Adam Hainline inquired whether a T3 form is still required if an employee only needs a travel advance. Jennifer Gordy confirmed that employees should continue completing T3 forms for auditing purposes.

Members agreed to proceed with using the Excel version of the travel forms.

Dr. Drobney thanked everyone for their input and stated that the City Manager's office would incorporate the suggested changes and reconvene once more to finalize the policy.

5. New Business

6. Adjourn

The meeting was adjourned at 3:58 p.m.