

**MINUTES OF BENEFITS COMMITTEE MEETING  
CITY OF KENNESAW  
City Hall Training Room  
2529 J.O. Stephenson Ave., Kennesaw, GA 30144  
July 21, 2025  
11:00 AM**

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**1. Call to Order / Roll Call**

City Manager Jeff Drobney called the meeting to order at 11:00 a.m.

Staff present: Jeff Drobney, City Manager; Adam Hainline, Police; Luke Howe, Economic Development; Ricky Stewart, Public Works; Elizabeth Weaver Parks and Recreation; Jennifer Gordy, Finance; Joshua Guerrero, Information Technology; Lea Alvarez, City Clerk; Stacie Bilardello, Deputy City Clerk; and Anna Trapp, Assistant to the City Manager.

Staff absent: Nikki McGraw, 911; Brian Acker, Human Resources; Dave Simpson, Smith-Gilbert Gardens; Kamil McElwee, Southern Museum; Bill McNair, Parks and Recreation.

**2. Approval of the Meeting Minutes**

**A. Minutes: June 25, 2025 Benefits Committee Meeting**

Approval of the June 25, 2025, Benefits Committee Meeting minutes

Motion by Ricky Stewart to approve the June 25, 2025, Benefits Committee meeting minutes. Seconded by Luke Howe.

Vote taken: motion approved (Nikki McGraw, Brian Acker, Dave Simpson, and Kamil McElwee absent). Motion passed.

**3. Old Business**

**A. Update to Personnel Policy and Procedures Manual**

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

Anna Trapp provided a final overview of the revisions made to the policy.

Motion by Luke Howe to approve the revisions made to Section 15.5, "Training, Conference, and Meeting Attendance Travel Policy," of the Personnel Policy and Procedures Manual. Seconded by Ricky Stewart.

Vote taken: motion approved (Nikki McGraw, Brian Acker, Dave Simpson, and Kamil McElwee absent). Motion passed.

**4. New Business**

**5. Public Comments**

**6. Staff Comment**

**7. Adjourn**

The meeting was adjourned at 11:03 a.m.

**DRAFT**