



**FAUQUIER COUNTY**  
**HUMAN RESOURCES DEPARTMENT**  
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**To:** Personnel Committee Members  
**From:** Mary Wyckoff, Assistant Director of Human Resources  
**Subject:** Personnel Committee Meeting Minutes- Meeting for December 5, 2019  
**Date:** December 9, 2019

Meeting commenced at 2:30 p.m. in the second floor conference room of the Warren Green Building.

Attendees: Supervisor Chris Butler, Supervisor Mary Leigh McDaniel, Paul McCulla, County Administrator; Tracy Gallehr, Deputy County Attorney; Erin Kozanecki, Director of Budget and Management; Jon Munch, Director of Finance; and Katelin Hays, Classification and Compensation Analyst, Lisa Booth, HR Administrative Manager.

- I. Prior to the approval of the agenda, item V were added. Agenda was adopted.
- II. Request to increase a part-time permanent Zoning Inspector to a full-time permanent position with the Department of Community Development.

**Action:** This request was approved unanimously. This item will be placed on the Agenda at the Board of Supervisors meeting on Thursday, December 12, 2019.

- III. Request to establish a part-time permanent Investigator position with the County Attorney's Office.

**Action:** This request was approved unanimously. This item will be placed on the Agenda at the Board of Supervisors meeting on Thursday, December 12, 2019.

- IV. Request to establish a full-time permanent Staff Attorney position in the Circuit Court.

**Action:** This item was requested to be combined with item number V of the agenda to establish one full-time permanent position in the Circuit Court. The combined item was unanimously approved and will be placed on the Agenda at the Board of Supervisors meeting on Thursday, December 12, 2019.

- V. Request to establish a full-time permanent Circuit Court Program Manager in the Circuit Court.

**Action:** This item was requested to be combined with item number IV of the agenda to establish one full-time permanent position in the Circuit Court. The combined item was unanimously approved and will be placed on the Agenda at the Board of Supervisors meeting on Thursday, December 12, 2019.

Adjournment

The next meeting is scheduled for Thursday, January 2, 2020 at 4:30 p.m.