

PERSONNEL COMMITTEE

NOVEMBER 26, 2013

The meeting was called to order by Chairperson Sara Weisenburger at 5:00 p.m. Committee members present were Todd Grayson, Tim McCarthy and Sara Weisenburger. Also present were City Administrator Bridgette Kabat, Law Director Mathew Beredo, and Human Resources Manager Kelly Chalfant.

REVIEW REQUESTED CHANGE TO SECTIONS 266.01 AND 266.15 TO ADD SOFTWARE SPECIALIST

Ms. Chalfant presented a draft copy of an ordinance to the Committee that would amend Sections 266.01 and 266.15 to add a full-time Software Specialist position to the nomenclature and to the salary range sections. Ms. Kabat said that this was discussed during last month's Executive Session. She said that the job description was put through the point factoring system to determine the salary range. Ms. Kabat said that the Mayor has indicated that he would place the employee in the lower to mid-point of the salary range. Mr. Grayson asked if approving this ordinance approves the position and the salary. Ms. Kabat stated that compensation is set by the Mayor within the approved range. Mr. Grayson said then his answer is no. He said this is the eleventh hour and he doesn't mind the position, but he doesn't want the salary to be one penny above the minimum range. He recommended putting this off for a month to let the new Mayor decide it as opposed to the Mayor who is walking out the door. Ms. Weisenburger said she is not sure we should punish the Software Specialist. Mr. Beredo suggested if the concern is the compensation level, then this ordinance could be approved as a non-emergency. It would not take effect until after the first of the year so it would be a Mike Olmstead hire but would offer security for the Software Specialist.

The Committee agreed 3-0 to recommend approval of the ordinance amending Sections 266.01 and 266.15.

2014 HUMAN RESOURCES BUDGET DISCUSSION

The Committee reviewed the 2014 Human Resources budget. Ms. Weisenburger asked about the amount budgeted for Civil Service advertising and testing. Ms. Chalfant said that in the past the amount has fluctuated based on the number of positions that needed to be filled each year. She referenced an e-mail that was sent to City Council explaining a national testing program that the City will now be using for Police, Fire, and Dispatch. She said that this program will save thousands of dollars, but the budget was prepared before we went with that service. Ms. Weisenburger asked about the employee insurance line item. Ms. Kabat said that an expense adjustment may need to be made because Ms. Chalfant's insurance should be coming out of the Police Division budget but it appears it is still coming out of the Human Resources' budget.

CLERK OF COURT SALARY

Ms. Kabat stated that earlier in the year the Judge requested a pay increase for the current Clerk of Courts. At that time, the Judge provided a job description for the position which was put through the point factoring system. A salary range was determined but was never officially approved. The Administration is now asking that this salary range be memorialized. Ms. Weisenburger asked if the range is comparable to other communities. Ms. Kabat said it is similar to other communities with comparable caseloads. The Committee agreed 3-0 to recommend approval.

Ms. Kabat said that the remaining items to be discussed were Executive Session items. Ms. Weisenburger moved to go into Executive Session at 5:24 p.m. to discuss collective bargaining, employment and personnel matters regarding compensation. Mr. McCarthy seconded. The Committee returned from Executive Session at 6:22 p.m.

There being no further business, the meeting adjourned at 6:22 p.m.

The next meeting is Monday, December 30, 2013 at 5:00 p.m., which is a change from the regular date.

Respectfully submitted,

Sara Weisenburger, Chairperson
Personnel Committee