PERSONNEL COMMITTEE

OCTOBER 26, 2021

The meeting was called to order at 5:00 p.m. by Chairperson Cory Kuhlman. Committee members present were Cory Kuhlman, Mark Weber, and Tim McCarthy. Also present were Bridgette Kabat, City Administrator, Kate Sandretto, Law Director, Kelly Chalfant, Human Resources Manager, and Amber Rathburn, Finance Director.

APPROVAL OF MINUTES

There being no objections, the minutes of the July 27, 2021 meeting were approved unanimously.

REVIEW PROPOSED CHANGES FOR VARIOUS SECTION 266 OF THE ADMINISTRATIVE CODE

Ms. Kabat stated that they have about ten proposals to review at the next Personnel Committee meeting. She reminded the Committee members to contact Administration with any questions they have as they look the proposals over.

REVIEW THE PROPOSED 2022 BUDGET

Ms. Chalfant reviewed the proposed 2022 budget for the Human Resources Office, noting the request of a fulltime Occupational Safety and Health Coordinator to be added to the staff. Mr. Kuhlman asked about the budget, which Ms. Chalfant answered that she has budgeted a $75,000.00 salary for this new position, plus equipment. Mr. Kuhlman asked for a side by side and Ms. Rathburn explained that with all departments they are combining salary lines and that with the new software more information will be available to us. Mr. Weber asked about seeing what each person makes, as well as any fluctuations in salaries. Mr. Kuhlman added that he is looking to have a period of time each year where the Personnel Committee reviews wages and why changes are being made, to understand the growth of personnel. Ms. Kabat will pass the request along to Mayor Mackin.

Ms. Kabat wanted to make the Committee aware that they are looking for the Public Information Officer position to go from part time to fulltime. Mr. Kuhlman asked if the position could be salary, instead of hourly. Administration explained that the job duties qualify it to be an hourly position, plus overtime if necessary. Ms. Kabat stated that Chief Jones and Mayor Mackin are looking to add three additional Officers in next year's budget, adding one Officer on each shift. She also stated that Public Utilities is looking to add three additional Operators. The only other new position being requested is in Public Service to add an Arborist, heading up the entire street tree trimming program since there are more than 15,000 street trees in the City, which is not a season dependent position. Mr. McCarthy asked if City Council has its own budget. Ms. Kabat said that yes there is a separate budget for City Council and she attached it in one of her emails.

DISCUSS LAW DIRECTOR AND PROSECUTOR POSITIONS, POTENTIAL AMENDMENTS TO THE CODE, AND SUGGESTED SECTIONS OF REVIEW OF THE CHARTER CONCERNING THOSE POSITIONS

Mr. Kuhlman stated that the idea behind this is to have the Law Director be independent and have them only answer to the Mayor and City Council. He also wants to see the Prosecutor put on the level of a department head where they are responsible to the City Administrator, the Mayor, and City Council. Mr. McCarthy stated that having the Prosecutor report to the City Administrator is fine by him. Mr. Kuhlman thinks the Law Director should not have to worry about the direction the City Administrator is moving things when it comes to the legal analysis of things. The Committee members all agreed to have legislation drawn up for the next Committee meeting in November.

There being no further business, the meeting adjourned at 5:45 p.m.

Respectfully submitted,

Cory Kuhlman, Chairperson
Personnel Committee

Next meeting: Tuesday, November 23, 2021 at 5:00 p.m.