

PERSONNEL COMMITTEE

OCTOBER 25, 2018

The meeting was called to order at 6:00 p.m. by Chairperson Becky Williams. Committee members present were Tim McCarthy, Barry VanHoozen, and Becky Williams. Also present were Bridgette Kabat, City Administrator, and Kelly Chalfant, Human Resources Manager.

REVIEW HR OFFICE PROPOSED BUDGET

Ms. Chalfant distributed the 2019 proposed budget, and Mr. McCarthy asked about the jump in contracts. Ms. Chalfant said that it includes a wage and compensation study to be performed by an outside firm which will ensure that wages are in line with other jurisdictions. Ms. Kabat added that Ms. Chalfant has been requesting proposals from outside firms for this study. There was a brief discussion about internal and external surveys, and Ms. Chalfant added that an outside firm has not been contracted since 2005. Ms. Kabat stated that there is a bump in the clerical assistant line with a request of 20-25 hours per week, and Ms. Chalfant added that Ms. Behe will be retiring in the first quarter of 2019, so there will be some overlap with training.

UPDATE ON LAW DIRECTOR SEARCH

Ms. Chalfant stated that there are two (2) second round interviews scheduled for the Law Director's position. She added that Mayor Mackin, the President of Council, Mr. McCarthy, Ms. Kabat, and herself would conduct the interviews. There was a brief discussion about the candidates and their specific qualifications. Mr. McCarthy questioned if these two candidates were the most qualified, and Ms. Williams confirmed. Ms. Williams asked if the predictive index had been completed, and Ms. Chalfant stated that the results had been sent off.

REVIEW COMMENTS ON THE EMPLOYEE HANDBOOK

Ms. Williams stated that this is an on-going process, and that once the Law Director has been hired then comparisons of ordinances can be made to further complete the handbook. Mr. McCarthy reviewed his list of questions and suggested edits. Mr. VanHoozen noted his concerns with misconduct related to drug use, and Ms. Chalfant noted that the language in the union contracts have drug use (medicinal or not) listed as illegal drugs. Ms. Kabat said that Ms. Chalfant will incorporate the committee's edits, and that once the Law Director is hired the final review of the handbook can be completed. Ms. Williams asked that the handbook be re-sent to City Council once the changes are made.

PROSECUTOR'S OFFICE EMPLOYMENT AND COMPENSATION

Ms. Williams moved to go into Executive Session at 6:17 p.m. to discuss employment and compensation in the Prosecutor's Office. Seconded by Mr. VanHoozen.

The Committee returned from Executive Session at 6:48 p.m. and there being no further business, the meeting adjourned.

Respectfully submitted,

Becky Williams
Chairperson, Personnel Committee

Next meeting: Tuesday, November 27, 2018 at 5:00 p.m.