

PERSONNEL COMMITTEE

OCTOBER 24, 2017

The meeting was called to order at 5:04 p.m. by Chairman Barry VanHoozen. Committee members present were Nelson Evans and Barry VanHoozen. Tim McCarthy was absent. Also present were Bridgette Kabat, City Administrator and Kelly Chalfant, Human Resource Manager.

EMPLOYEE HANDBOOK

Ms. Chalfant reported that the employee handbook is currently being reviewed by our labor attorney. He has noted some discrepancies between our current code language and civil service rules. Once these discrepancies are resolved, the handbook will be updated and will be brought back to the committee. Ms. Chalfant said that she hopes to have it in time for the November committee meeting.

2018 BUDGET

The Committee reviewed the proposed human resources budget for 2018. Ms. Chalfant said that the contracts line item has an additional \$11,000 in it to purchase an applicant tracking software system from NeoGov. Mr. Evans asked about the reduction in the civil service advertising line item. Ms. Chalfant explained that the cost of the NeoGov enrollment includes advertising with Governmentjobs.com which has a further reach and better cost.

APPOINTMENT TO CIVIL SERVICE COMMISSION

The Committee discussed the possible appointment of Jeff Klein to the Civil Service Commission to fill an upcoming vacancy. The Committee agreed 2-0 to recommend approval of the appointment.

The Committee went into Executive Session at 5:21 p.m. to discuss employee benefits. The Committee returned from Executive Session at 6:01 p.m.

There being no further business, the meeting adjourned at 6:01 p.m.

Respectfully submitted,

Barry VanHoozen
Chairman, Personnel Committee

Next meeting: Tuesday, November 28, 2017 at 5:00 p.m.