

PERSONNEL COMMITTEE

OCTOBER 22, 2019

The meeting was called to order at 5:01 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.

HUMAN RESOURCES PROPOSED 2020 BUDGET

The Committee reviewed the proposed 2020 budget for Human Resources. Ms. Chalfant explained the changes that were significant including bringing her part-time assistant on full-time, hiring a part-time safety coordinator, and an increase in insurance. She explained that a portion of the increase in insurance is a result of her husband being eligible to retire next year and if he does retire, she will have to pay for her health insurance. The budgeted number still seemed high, and Ms. Kabat said she will check with Mr. Creps on the calculations. Mr. McCarthy said that we are doing a lot of hiring right now so he understands the need for a full-time assistant, but he wonders if that will change. Ms. Chalfant said she sees no change in the amount of hiring in the foreseeable future, and her assistant has also been working on a health insurance dependent audit and we will be undertaking a dental insurance audit that she will help with.

REVIEW UPDATED FIVE YEAR PERSONNEL PLAN

Ms. Chalfant said that the five year personnel plan is a work in progress and is not quite ready. Ms. Kabat said that after Ms. Chalfant wraps it up, she and the Mayor will review it and they will get it out to the committee before the next month's meeting so they have time to review it before the meeting.

REVIEW WECARE CLINIC UTILIZATION INFORMATION

Ms. Chalfant distributed information to the Committee showing the second quarter usage of the clinic and a separate booklet showing usage since the clinic's inception in June of 2018. She said that overall the usage is not quite as high as they'd like to see. There was discussion regarding additional services the clinic will be offering and how to increase employees' usage of the clinic. Mr. VanHoozen asked about our investment in the clinic versus our savings. Ms. Kabat and Ms. Chalfant said that they can get Mr. Creps involved to get those numbers.

DISCUSS PROPOSED CHANGE IN TITLE OF PUBLIC UTILITIES COMMISSIONER TO DEPUTY DIRECTOR OF PUBLIC UTILITIES

Ms. Chalfant requested that the title of the Public Utilities Commissioner be changed to Deputy Director of Public Utilities. She said that there is no change in job responsibilities or salary, but we are bringing in a new employee to the position and now seems like a good time to change it. She said that this would be consistent with the other departments that have a director and a deputy like Service and Finance. Ms. Kabat said that references in the personnel and utilities sections would be modified to Director and/or designee. The Committee agreed 3-0 to recommend approval of this change.

HIRING UPDATES

Ms. Chalfant reported that Matt Choma will be starting as the new Public Utilities Commissioner on November 4, and Amber Blackburn will begin as the Deputy Finance Director on November 7.

OTHER BUSINESS

Ms. Williams asked how the compensation study is coming along. Ms. Chalfant said that employees have been given homework completing job description assessment worksheets. Those will go back to Zashin & Rich for review, and they will schedule individual meetings to discuss the worksheets if they feel it is necessary. Then they will go out and get salaries of comparable positions.

Ms. Williams asked about the handbook. Ms. Kabat said that Ms. Alkire is still working on it.

There being no further business, the meeting adjourned at 5:31 p.m.

Respectfully submitted,

Becky Williams
Chairperson, Personnel Committee

Next meeting: Tuesday, November 25, 2019 at 5:00 p.m.