

PERSONNEL COMMITTEE

JULY 23, 2013

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

HEALTH INSURANCE

Ms. Kabat responded to questions Ms. Weisenburger had submitted about the City's health insurance plan including how it is funded and who is eligible to get coverage. There was also discussion regarding the effects of the Affordable Care Act, how a portion of increases can be passed along to employees, and how language regarding coverage for spouses can be enacted. Ms. Kabat said that these items will be addressed in future Health Insurance Cost Containment Committee meetings. Mr. Grayson suggested that a survey be done of local employers to determine their health care costs and then this information be passed along at each meeting Health Insurance Committee meeting so employees know what their friends and neighbors are paying for health insurance.

UPDATE ON MANAGEMENT TRAINING

Ms. Chalfant reported that she has been in contact with Dr. Gary Corrigan from Owens Community College and he is pulling together about 40 local businesses who have expressed similar requests for management training. He will be scheduling classes on managing workplace conflict and the do's and don'ts of discipline. They are offering a good price for the training and the location is close, so the Administration hopes to get several staff members signed up to attend. Ms. Kabat said that there is never anyone who does not need a reminder on how to deal with issues such as workplace conflict and disciplining employees professionally, and she herself plans on attending.

SECESSION PLANNING FOR RETIREMENT OF KEY EMPLOYEES

Ms. Kabat said that for the last three or four months they have been working with the Department of Public Service on secession planning. She said that they have noticed in some divisions you go from the director to maybe one other individual and then it's all line staff. She said the idea is to create career ladders to give employees opportunities to rise above, take on more responsibility and supervision, and groom from within instead of hiring from the outside. Ms. Kabat said that they will be looking at the organizational chart and position descriptions. She said that since the Department of Public Utilities is under the same bargaining agreement, it makes sense to also include it in this process.

Mr. Grayson said that he understands the goal, but he hopes that any of these positions that are created will not include a pay raise. Ms. Kabat said that the position descriptions would be put through the point factoring system. Mr. Grayson said that

there are ways other than pay to get people to take on more responsibility and these positions will provide the employee with more freedom and flexibility.

YEAR-END STATEMENT OF BENEFITS

Ms. Kabat said that in response to Ms. Weisenburger's question about year-end statement of benefits, she believes this has been done in the past. Ms. Chalfant said she has spreadsheets that show this information for 2009 and 2011, but she is not sure if both years were given to employees. Ms. Kabat said that this item can be revisited and she would like to speak with Mr. Creps about what our payroll system can do so this does not have to be manually figured.

Ms. Kabat said that the Administration requests an Executive Session to discuss collective bargaining. Mr. Grayson moved to go into Executive Session at 5:38 p.m. to discuss collective bargaining. Ms. Weisenburger seconded. The Committee returned from Executive Session at 6:05 p.m.

There being no further business, the meeting adjourned at 6:05 p.m.

The next meeting is Tuesday, August 27, 2013 at 5:00 p.m.

Respectfully submitted,

Sara Weisenburger, Chairperson
Personnel Committee