

PERSONNEL COMMITTEE

JULY 20, 2021

The meeting was called to order at 5:03 p.m. by Chairman Cory Kuhlman. Committee members present were Cory Kuhlman, Tim McCarthy and Mark Weber. Also present were Bridgette Kabat, City Administrator, Kate Sandretto, Law Director, and Kelly Chalfant, Human Resources Manager.

APPROVAL OF MINUTES

There being no objections, the minutes of the June 29, 2021 meeting were approved.

PROPOSED PAY BANDS FOR NON-UNION EMPLOYEES

The Administration requested approval of the pay bands that were developed as a result of the Zashin and Rich wage study. Ms. Kabat stated that the salary survey and pay band sheets showing changes to a couple of titles and the addition of the position of HR Coordinator, which they envision for the future, were emailed to the Committee. She called attention to another sheet with information requested by Mr. McCarthy regarding past changes in the ranges. She said that the ranges were approved in 2006 and since then, there were two adjustments totaling 10% to the top end of all the ranges. She said an additional 5% was added to the top end of the police chief, fire chief, deputy police chief, and deputy fire chief pay ranges. In comparison, over that same time period, the fire bargaining unit has had increases of 39%, the police bargaining units 37.4%, AFSCME 34%, and the CPI 29.04%. She stressed that this request is for approval of the pay bands, not raises. She added that there are currently eleven red-lined employees and if nothing changes, another three will max out in the next year. She said the goal is to attract and retain quality employees. Ms. Sandretto said that she is proposing a first reading on the pay bands at the next Council meeting, and hopefully a vote with the second reading at the August City Council meeting. Mr. Kuhlman asked what the process would look like given the broad ranges. Ms. Kabat said that the Mayor is limited to 7% increases and anything above that would have to go to City Council. She said that equity adjustments would be a part of the 2022 budget process, but for some positions it could take a few years. There was discussion on how positions were placed into the different bands. Ms. Sandretto stated that Band E are hourly employees, Band A is a stand alone band for the City Administrator, Band B is for department and division heads, Band C is deputy type positions, and Band D is all other non-bargaining City staff. Mr. Kuhlman questioned the correlation between the bands and the positions that require City Council approval. There was a brief discussion regarding what positions require City Council approval, and Mr. McCarthy said for those positions, City Council should be made aware of the salary made with the job offer. Mr. Kuhlman stated that he does not want to be tied to a certain amount for future increases in the bands, but they should be reviewed on a regular basis. The Committee decided that the bands should be reviewed in even years beginning in 2024. The Committee agreed 3-0 to move the proposed pay bands on to City Council.

DISCUSS SALARIES FOR MAYOR AND COUNCIL

Mr. Kuhlman stated that Bowling Green recently changed the salary for City Council members to the PERS minimum. They also approved future increases based on the PERS minimum. There was discussion about the current Council salary versus the PERS minimum which is \$8,218 with a 1.75% increase each year. Mr. McCarthy noted that to align the two would be approximately a \$700 increase. Mr. Weber said that he is okay with it, and it would take away the need for future discussion. The Committee agreed 3-0 to recommend the proposed change to Council salaries.

There was also discussion regarding changes to the salary for the mayor. Mr. McCarthy said that in discussions with Mayor Mackin, he has said if you make the salary too high, the position can become political. Mr. Weber said the current salary of \$28,000 seems too low, but the salary Bowling Green decided on of \$45,000 seems high. The Committee agreed 3-0 that \$35,000 is a nice compromise, and they asked that language be added that the salary for mayor will be reviewed every four years commencing in 2024.

OTHER BUSINESS

Mr. Weber asked about the hiring process and whether candidates that might not be our first choice are considered for subsequent vacancies before we start the hiring process over again. Ms. Chalfant said that it depends on whether it is a civil service position and the time that has lapsed since the original hiring.

There being no further business, the meeting adjourned at 6:20 p.m.

Respectfully submitted,

Cory Kuhlman, Chairman
Personnel Committee

Next meeting: Tuesday, August 24, 2021 at 5:00 p.m.