

## **PERSONNEL COMMITTEE**

**MAY 31, 2018**

The meeting was called to order at 5:30 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.

### **EMPLOYEE HANDBOOK**

Ms. Williams called attention to an email sent by the Mayor with his suggested edits of the employee handbook. Mr. McCarthy reviewed his list of questions and suggested edits. Ms. Williams stated that the text of the chart should be compared to sections 3.13 and 3.14 to make sure they match. Mr. VanHoozen noted that the handbook is not specific regarding distracted driving. Ms. Kabat said that employees in City owned vehicles should not be texting, and probably should not be talking on the phone without pulling over. Jim Hagen, 10741 Avenue Road, asked if verbiage prohibiting cell phone usage in a City vehicle would help to shield the City in case of an accident. Mr. McCarthy said that the City would still get sued, but it could help cut off the claim, and it certainly could not hurt. Ms. Kabat agreed that it couldn't hurt to have that language. The Committee thanked the Administration for the time and effort put into the handbook. Ms. Kabat said that Ms. Chalfant will incorporate the edits from the Mayor and the committee and will send the handbook back out to City Council.

### **WE CARE TLC CLINIC UPDATE**

Ms. Chalfant said that the opening day for the clinic is June 25. There will be an open house on June 22 and 23 and a voluntary informational meeting for employees on June 13. Mr. McCarthy asked if the clinic was opening with a doctor or a nurse practitioner. Ms. Chalfant said that there is a temporary doctor filling in until one is hired, but the nurse and nurse practitioner have been hired.

### **COLLECTIVE BARGAINING AND COMPENSATION**

Ms. Williams moved to go into Executive Session at 6:04 p.m. to discuss collective bargaining and compensation. Seconded by Mr. McCarthy.

The Committee returned from Executive Session at 7:00 p.m.

Ms. Kabat said that the Administration is requesting that the current pay rate of \$13.00 for part-time firefighters be changed to a pay range of \$14.00 to \$18.00. The Committee agreed 3-0 to recommend approval of this request.

There being no further business, the meeting adjourned at 7:01 p.m.

Respectfully submitted,

Becky Williams  
Chairperson, Personnel Committee

***Next meeting: Tuesday, June 26, 2018 at 5:00 p.m.***