

PERSONNEL COMMITTEE

APRIL 22, 2013

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

REVIEW JOB DESCRIPTION AND REQUESTED PAY RAISE FOR JANICE ELKES

The Committee previously discussed this subject but decided that since Ms. Elkes was already at the top of the pay range, that no raise was warranted. However, the Committee agreed that the Judge was welcome to come and present additional information if he chose to do so. Judge Osterud was present and said that Ms. Elkes had not had a raise from 2005-2012 and was then given a 6% raise in August of 2012. He said that this 4% raise would help catch her up for her last year. He said that when spread out over the years she did not receive a raise, it would be less than 2% a year. Judge Osterud said he reviewed the comparable salaries from other jurisdictions, however Ms. Elkes is doing the job of two people in Bowling Green, Sylvania and Maumee. He added that in Oregon they have half the caseload that our court does. He said that Ms. Elkes reviews every case to make sure it has been processed; she is an extremely valuable employee, and she is the main reason the court operates as well as it does. He said that he is looking for equity for her and feels that a 4% increase is reasonable.

Mr. McCarthy asked what positions exist between the Clerk of Courts and the deputy clerks. Judge Osterud said there are no positions between the two levels. Mr. McCarthy asked if the deputy clerks received raises from 2005-2012. Judge Osterud said that they did, and he thought that City Council had taken care of Ms. Elkes' raises during that time period. Mr. Grayson said that he feels that regardless of how much one person does, if that person is at the top of the pay scale they are not entitled to a raise. Mr. Grayson noted that he had to do the job of two people in a previous job and that it's not that uncommon for people to do the work of more than one person and not get paid extra. Judge Osterud said he may have to hire another person. Mr. McCarthy asked if the proposed pay scale is based on only one person. Ms. Chalfant said that it is. Mr. McCarthy said we are not comparing apples to apples if other jurisdictions have two people doing this job. He said we came in thinking that the other jurisdictions had the same position. Ms. Kabat said that the Administration will contact these courts again and have the information available for the first Council meeting in May. Mr. McCarthy said he would also like to know what the percentage of the pay increases were for the other court employees during the time period Ms. Elkes did not receive a raise.

JOB DESCRIPTIONS FOR VARIOUS POSITIONS

Ms. Chalfant stated that the job descriptions for various clerical positions were presented at last month's meeting. The Committee agreed 2-0 to recommend approval of the job descriptions. They will be on the agenda for the next Council meeting.

OTHER BUSINESS

The Committee discussed the Matrix study and subsequent meetings that have been held internally. Ms. Kabat said that part of the contract with Matrix is for them to come in and discuss their report. Mr. McCarthy and Mr. Grayson agreed that it would be better to have them come to the Committee and then invite the other Council members. They also agreed that we have the questions for Matrix prepared in advance. Mr. Grayson suggested that we contact the references that Matrix provided when we hired them to see what type of report those communities received and to see how their implementation of suggested changes went.

There being no further business, the meeting adjourned at 5:37 p.m.

The next meeting is Tuesday, May 28, 2013 at 5:00 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Todd Grayson", with a long horizontal flourish extending to the right.

Todd Grayson
Personnel Committee