

PERSONNEL COMMITTEE MEETING

MARCH 26, 2019

The meeting was called to order at 5:03 p.m. by Chairperson Becky Williams. Committee members present were Barry VanHoozen, and Becky Williams. Tim McCarthy was absent. Also present were Bridgette Kabat, City Administrator, and Kelly Chalfant, Human Resources Manager.

RESIDENCY REQUIREMENTS FOR NON BARGAINING POSITION DESCRIPTIONS

Ms. Kabat proposed changes to the language in the Codified Ordinances “in the event of” who needs to report in an emergency situation rather than calling out specific positions, based on conversations that she has had with Laura Alkire, Law Director, and Ms. Chalfant. Ms. Kabat added that Ms. Alkire is interested in reviewing actual job descriptions and inserting the appropriate language within that specific job description. Ms. Kabat stated that Ms. Alkire could draw up legislation for the Personnel Committee to review and discuss. Mr. VanHoozen stated that the broader the language the better. Ms. Kabat referenced the City’s joint-training with the Wood County EMA in relation to this change in language. Mr. VanHoozen agreed that the language should be inclusive, rather than exclusive. Ms. Williams added that they will look for the legislation review next month.

DISCUSSION REGARDING WAGE & COMPENSATION STUDY PROPOSALS

Ms. Williams stated that they were given three proposals at their last meeting. Ms. Kabat added that the administration has reviewed these proposals, and that they are recommending Zashin & Rich for a couple of reasons. Ms. Williams confirmed that there is \$35,000 in the budget for this study. She asked whether this firm hits all of the study goals that the administration is concerned with, and Ms. Chalfant agreed. Mr. VanHoozen asked if there had been additional conversations in addition to the written proposal. Ms. Kabat added that there were some similarities between Zashin & Rich, and Clemans Nelson, but that there were differences in their approach. Mr. VanHoozen confirmed that the City has history with Clemans Nelson, as they provided the study in 2005. Ms. Kabat stated that the City knows Zashin & Rich through collective bargaining, and personnel matters. She added that the City could request references, and Ms. Williams and Mr. VanHoozen both agreed that they would prefer to wait for those recommendations. Ms. Kabat said that she will email the references out to the committee once she receives them.

OTHER BUSINESS

Mr. VanHoozen referenced his previous questions related to false allegations from employee to employee. Ms. Kabat stated that there is currently one pending investigation. Ms. Kabat stated that she does not currently have any feedback from employer to employee allegations, or to an investigation in another jurisdiction. Ms. Kabat added that the allegations in question were made off-duty, and therefore the City may not have any jurisdiction.

Ms. Kabat added that the Personnel Handbook has not been finalized, but that it is currently being reviewed by Ms. Alkire.

There being no further business, the meeting adjourned at 5:22 p.m.

Respectfully submitted,

Becky Williams
Chairperson, Personnel Committee

Next meeting: Tuesday, April 23, 2019 at 5:00 p.m.