

PERSONNEL COMMITTEE

MARCH 26, 2013

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

REVIEW JOB DESCRIPTION AND REQUESTED PAY RAISE FOR JANICE ELKES

Ms. Chalfant distributed a position description and comparable salary information from other jurisdictions for the Court Clerk's position. Ms. Chalfant said that she ran this through the point system which resulted in a salary range of \$66,835 to \$83,909. The Committee agreed that the range is in line with the other salaries, and the employee holding that position has reached the top of the range. It has been past practice that increases are not automatic when an employee reaches the top of the pay range. The Committee suggested that the comparables and salary range be shared with the Judge and if he has additional information he would like to share to warrant this proposed increase, he is welcome to present it to the Committee. If a special meeting is needed because the time does not work for the Judge, the Committee is open to that.

REVIEW OF DRAFT JOB DESCRIPTIONS FOR VARIOUS POSITIONS

Ms. Chalfant distributed draft job descriptions for the regular part-time positions and the majority of the Bargaining Unit clerical positions. No action is requested at this time. Ms. Ermie clarified that the next step is edits on the job descriptions and then putting them through the point system. She asked if the Bargaining Unit is aware of the process. Ms. Chalfant said that it was explained to the bargaining team.

EXECUTIVE SESSION TO DISCUSS THE INVESTIGATION OF COMPLAINTS AGAINST A PUBLIC EMPLOYEE

Ms. Ermie made a motion to go into Executive Session for the purpose of discussing complaints against an employee. Mr. Grayson seconded. Ayes: Ermie, Grayson (2). Nays: McCarthy (1). The Committee went into Executive Session at 5:16 p.m. The Committee returned from Executive Session at 5:36 p.m.

There being no further business, the meeting adjourned at 5:36 p.m.

The next meeting is Monday, April 22, 2013 at 5:00 p.m. which is a change from the regular date.

Respectfully submitted,

Maria Ermie, Chairperson
Personnel Committee