

PERSONNEL COMMITTEE

FEBRUARY 28, 2017

The meeting was called to order at 5:00 p.m. by Chairman Barry VanHoozen. Committee members present were Nelson Evans, Tim McCarthy and Barry VanHoozen. Also present were Bridgette Kabat, City Administrator, and Kelly Chalfant, Human Resource Manager.

Ms. Kabat requested an Executive Session to discuss compensation for the proposed position of Police Support Services Supervisor. Mr. McCarthy said that he would also like an Executive Session with only elected officials to discuss compensation. The Committee went into Executive Session at 5:02 p.m. They returned from Executive Session at 5:43 p.m.

PROPOSED ADDITION OF THE POSITION OF POLICE SUPPORT SERVICES SUPERVISOR

The Administration requested approval of the position of Police Support Services Supervisor. The proposed salary range for this position is \$58,000 to \$66,700. This employee will report to the Support Services Manager who reports to the Police Chief. It will serve as a back-up to the Support Services Manager to allow her to concentrate on other facets of her job as well as relief and back-up if the 911 system goes down, when budget time comes around, records, property management, supervise dispatch, records clerk, animal control, and the ten to twelve crossing guards. Mr. Evans stated that this position is much needed as the Support Services Manager position has evolved, and it's justified. Mr. McCarthy said that he agrees, and it will allow better operation of the Police Division. Mr. VanHoozen concurred and the Committee agreed 3-0 to recommend approval.

OTHER BUSINESS

Mr. McCarthy requested that Ms. Kabat and Ms. Chalfant do research on comparable salaries for Councils in other jurisdictions for the next meeting.

There being no further business, the meeting adjourned at 5:46 p.m.

Respectfully submitted,

Barry VanHoozen
Chairman, Personnel Committee

Next meeting: Tuesday, March 28, 2017 at 5:00 p.m.