

PERSONNEL COMMITTEE

FEBRUARY 27, 2018

The meeting was called to order at 5:00 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.

REVIEW OF HIRING PROCESS

Ms. Kabat said that bargaining unit positions have a consistent hiring process in conjunction with Civil Service rules, but there is not a consistent process for hiring non-bargaining unit positions. She said that a list was sent out that shows the various processes that were used to fill current senior staff positions. There was discussion regarding the different processes, and Ms. Kabat said that when she was hired, she did not meet the Mayor until the night of her confirmation. She said that the process depends on the nature of the position.

PERSONNEL REVIEWS

Ms. Williams asked about the process involved in personnel reviews. Ms. Kabat said that with the last mayor, he set goals for division and department heads and raises were based on their goals achieved. She said that two administrations ago there was a written process, and there were not goals, it was more generic in nature. She said that she can give a copy of the form to the Committee. Mr. McCarthy said that his recollection is that City Council did not see the evaluations, but he recalls John Alexander contacting him about the Planning and Zoning Administrator since he chairs the Planning and Zoning Committee. He said that he believes they were typically done the same time each year. Ms. Chalfant said that normally they were done in March unless there were ongoing contract negotiations with the bargaining units. Ms. Kabat said that the process has not been determined with the new Administration, but it is looking more like the process used two administrations ago with Mayor Evans. She said they are collecting information from various jurisdictions to see how they do it.

EMPLOYEE HANDBOOK

Ms. Williams said that this item has been deferred to a future meeting.

ORGANIZATION CHART

Ms. Williams said that in reviewing the proposed employee handbook and with discussion about succession planning, she wondered if there were any proposed changes to the organization chart. Ms. Kabat said that on and off for years she and Ms. Chalfant have talked about items on the organization chart that should be re-designated. She said that the Charter says that there shall be departments of law, service, safety, and finance, and

City Council created the department of public utilities several years ago. She said that there is no functioning safety department. We have the police department and the fire department, they are not a division of anything. Also, the division of planning and zoning is a division of nothing; it's really a department, as are human resources and IT. She said the Code also references bureaus of recreation, parks, etc., but there really are no bureaus, they just exist under the Department of Public Service. Mr. VanHoozen said that perhaps the Lean Government review would look at departments and divisions. Mr. McCarthy said that he does not know how Ms. Kabat envisions this moving forward, but he can't see getting rid of the department of public safety. Ms. Kabat said that she and Ms. Chalfant can pencil out what this should look like in the future.

BUDGET ITEM FOR TRAINING ON LEAN GOVERNMENT

Ms. Kabat said that the dollars included in the budget are for Lean 6 Sigma training, other staff training, and technology updates in an effort to reduce paper. There was a discussion regarding the Lean 6 Sigma training that several staff members went through a couple of years ago. Ms. Kabat said that they have received a proposal from Bowling Green to train eight to fifteen people.

COLLECTIVE BARGAINING AND COMPENSATION

Ms. Williams moved to go into Executive Session at 5:48 p.m. to discuss collective bargaining and compensation. Seconded by Mr. McCarthy.

The Committee returned from Executive Session at 6:23 p.m. and there being no further business the meeting adjourned.

Respectfully submitted,

Becky Williams
Chairperson, Personnel Committee

Next meeting: Tuesday, March 27, 2018 at 5:00 p.m.