

## **PERSONNEL COMMITTEE**

**FEBRUARY 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 City Administrator Bridgette Kabat, Law Director Mathew Beredo, and Human Resources Manager Kelly Chalfant.

### **REVIEW REQUESTED PAY RAISE FOR JANICE ELKES**

Ms. Kabat said that the Judge has requested a 4% pay increase for Janice Elkes, Clerk of Courts. Last fall, Ms. Elkes was given a 6% increase after many years of not receiving an increase. Her current salary is \$83,237 and the 4% increase would take it to \$86,760. Ms. Ermie asked what the salary range for that position is, and Ms. Chalfant said there is no salary range or job description for that position. The Committee agreed that they did not have enough information to approve this request. Ms. Kabat said that the Administration will work on a job description and salary range. Mr. McCarthy suggested that they check on the salaries of the Maumee and Sylvania Clerk of Courts.

### **REVIEW PROPOSED CHANGES TO CODE REGARDING SEASONAL AND PART TIME EMPLOYEES**

Ms. Kabat stated this is a two part process and this first part is to separate seasonal part time employees and non-seasonal part time. Mr. Beredo said this would not affect the number of individuals that are eligible for healthcare. Ms. Kabat said if this is approved by City Council, then they would like to create position descriptions and set pay ranges for the non-seasonal part time employees and bring that back to the Committee. The wages of the seasonal part time employees would be determined by the Mayor. The Committee agreed 3-0 to recommend approval of the proposed changes.

### **STAFFING STUDY**

Ms. Kabat said that she received answers from Matrix to the questions that we sent to them about the staffing study. She said that internally she and Ms. Chalfant have met with representatives of the Police and Fire Divisions and have gone through the report. They are working diligently to gather data to develop a summary. Ms. Kabat indicated that the Fire Dept. is gathering statistics from sources that Matrix did not use. Mrs. Ermie and Mr. McCarthy asked how the sources would be qualified as appropriate for comparison to EMS services. Mrs. Ermie stated that she would not value the opinion of the source used in a study previously done that determined we needed four fire stations. She said she would still like Matrix to make a presentation, but she would like the internal report to be completed first.

Mr. Grayson indicated dissatisfaction over the gap between our expectations and that which was delivered by Matrix.

## **HEALTHCARE COMMITTEE**

Ms. Kabat reported that she has asked Matt Holzemer to update his comparison report with 2011 and 2012 information and take that back to the Healthcare Committee. She said that there was a positive response to talking about a wellness program and they will be continuing these discussions with the Healthcare Committee and with each division. Ms. Kabat indicated that she will continue to meet with the Healthcare Committee to continue to share information regarding wellness, benefits and cost.

## **UPDATE: WATER DEPARTMENT PROJECT**

Ms. Kabat stated that Mark Dunsmoor, Commissioner of Public Utilities came back to work the end of January. She said that they are looking at the organization and the base level to understand how we can make this group flexible, and then they will go up the ladder. Ms. Kabat said that once they have an organizational chart drafted they will bring it to the Committee and will then go to the union. Ms. Kabat shared an example of an opportunity that exists in the Service and Utility Division. Currently we have light and heavy equipment operators. We could attain better utilization of personnel by combining these two positions.

## **UPDATE: GRIEVANCES FIRE DIVISION**

Mrs. Ermie noted that this situation no longer exists.

There being no further business, the meeting adjourned at 5:51 p.m.

**The next meeting is Tuesday, March 26, 2013 at 5:00 p.m.**

Respectfully submitted,

Maria Ermie, Chairperson  
Personnel Committee