

PERSONNEL COMMITTEE

JANUARY 25, 2022

The meeting was called to order at 5:08 p.m. by Chairperson Cory Kuhlman. Committee members present were Cory Kuhlman, Kevin Fuller, and Tim McCarthy. Also present were Kate Sandretto, Law Director, Kelly Chalfant, Human Resources Manager, and Brian Thomas, City Engineer.

APPROVAL OF PRIOR MONTH'S MINUTES

There being no objections, the minutes of the November 23, 2021 meeting were approved 2-0 (Kuhlman, McCarthy). Mr. Fuller abstained. (Mark Weber, committee member during the November 23, 2021 meeting, was in attendance and said he did not note any inconsistencies in the minutes).

REVIEW AND APPROVE JOB DESCRIPTIONS FOR STAFF ENGINEER AND HR COORDINATOR

Ms. Chalfant presented the job descriptions for Staff Engineer and HR Coordinator. The Staff Engineer will, under general direction, supervise seasonal personnel, review plans for public improvements, monitor field progress of construction, represent the City at meetings when directed and coordinate work of various technical consultants. Mr. Fuller was curious if this position was accounted for in the budget, which it was. Mr. Thomas wanted to keep the job description more big picture and leave it open to see who applies and will tailor it based on their experience. He is hoping to do more design in house, to save some money for the City. Ms. Chalfant stated that the prior Engineer was a project manager, not an Engineer, and we outsourced everything before. The Committee approved this job description 3-0.

The Human Resources Coordinator supports the daily operation of the HR office, including the facilitation of: employee recruitment, onboarding, and exit processing, outside agency pre-hire activities, medical and dental benefit plan administration, workers compensation claim review and tracking, electronic employee document management, and annual HR projects. Elaine Bishop, Ms. Chalfant's Administrative Assistant, has taken on this role, so it is not an additional position. The Committee approved this job description 3-0.

RESTRUCTURING OF THE LAW DEPARTMENT

Mr. Kuhlman stated that there has been some activity on this, but they are still waiting on outside counsel's opinion on the matter.

OTHER BUSINESS

Mr. Kuhlman stated that he has an email from Council President Jonathan Smith in regards to passing legislation for all non-bargaining employee's raises to come to Personnel Committee on an annual basis. Mr. Kuhlman would like to get in the habit of looking at wages and being on top

of paying our employees fairly and competitively. He would like to look at some legislation for this at the next Personnel Committee meeting.

There being no further business, the meeting adjourned at 5:24 p.m.

Respectfully submitted,

Cory Kuhlman, Chairperson
Personnel Committee

Next meeting: Tuesday, February 22, 2022 at 5:00 p.m.