

**AGENDA FOR A PERSONNEL COMMITTEE  
MEETING FOR TUESDAY, MARCH 8, 2016, 7:00 PM  
SMALL CONFERENCE ROOM, SECOND FLOOR  
MUNICIPAL BUILDING**

(Councilmen Reynolds, Brown, Reed, Rockhold)

- I. CALL TO ORDER – Councilwoman Sharon Lynch, Chairman
- II. ROLL CALL
- III. MINUTES – meeting held January 21, 2016
- IV. NEW BUSINESS
  - 1. Request to amend the City’s Personnel Policies and Procedures concerning our Return to Work Program (light duty).
- V. ADJOURNMENT

The Personnel Committee of City Council met Thursday, January 21, 2016 at 6:00 PM in the small conference room on the second floor of the Municipal Building.

Members present included Councilmen Mike Reynolds (6:15), Roger Brown, Jim Reed, John Rockhold, and Sharon Lynch. Chairman Lynch presided over the meeting.

Others attending included Pam Salvage, Rick Lemley, Eric Jiles, Kim Coram, JR Carpenter, Nancy Wilcox, and Warren Bigley.

MINUTES – Mr. Reed moved, seconded by Mr. Brown, to approve the minutes from the meeting held November 10, 2015, and the motion was adopted by unanimous vote of those present.

RECLASSIFICATION IN FINANCE DEPARTMENT – the committee discussed this topic for 35 minutes with Finance Director, Eric Jiles, who said he has worked very hard to re-organize his department. He said he was seeing three separate divisions in the Finance Department, those being finance, purchasing and IT. He said it was obvious that we are getting better, but we are in the dark ages of technology, still pushing paper around for requisitions, which are not necessary, and it is cumbersome.

We have an employee who is doing a great job, who wants to prepare a strategic plan and have goals, and he is proposing a reclassification for the employee to be at grade S-6A at \$55,000.00.

Ms. Salvage stated that two years ago this position was a grade S-1 at \$32,000.00 or \$34,000.00 and we increased it to the current salary of \$45,000.00.

Mr. Rockhold asked if the proposed work flow and efficiencies would lead to the elimination of another position in the Finance Department, and Mr. Jiles said it would not. The level of production will increase 50-60% out of the current staff level. When you look at what needs to be happening there is a lot to do with reconciliation and internal controls that we do not do. With our needs, he said he was not prepared to say we can reduce employees at this time. He estimates it could take until fiscal year 17/18 to be in line with how he wants the department to operate.

Mr. Brown said he thought a \$10,000.00 increase was too much, but Mr. Jiles said he thinks the responsibilities match the \$55,000.00, and that employee could make a lot more money somewhere else. He believes what he does is comparable to \$72,000.00, but the City is not prepared to go to full market price. Mr. Brown said we had to worry about what we could afford.

MOTION – Mr. Rockhold moved, seconded by Mr. Brown, to set the salary at \$49,500.00 and January 2017 we review the progress, and then consider \$55,000.00.

Mr. Reed agreed that was a big raise, but in the other world outside you reach goals and your salaries go up. Mr. Carpenter said it sounded like we need new programs. Mr. Jiles said that employee is not a programmer. He manages our contracts and negotiates better contracts.

Mr. Carpenter asked if we should get someone to help him, since we are asking him to do more work.

Police Chief, Joe Martin, said they pay \$310.00 an hour for a contract employee. Our employee is very talented and he could circumvent those contractors.

Guest, Dean Taylor, asked if this 20% pay increase would cause hard feelings with the other employees, as most people get 3% or 4% increases.

Mr. Jiles said our employee was going above and beyond his job description that he is not required to do. The job description is changing also.

Mr. Reed, a former bank employee, said that sometimes we look at employees as hourly, and they are not hourly. Where he comes from, this would not be a big raise, as you are compensated for what you do. He understands that it seems like it is a big jump, but they are not in production. The employee should be compensated, or we could lose him and start over. We have to compensate people, and thinks he should have been hired at a higher salary. He does not think \$55,000.00 is out of line.

Ms. Coram said she couldn't believe we have only one person to do this work, and does not know why we don't have more people. She had a similar job when she worked at Public Debt, she said.

This is not about the person, but the position, Ms. Salvage stated.

In January our employees are evaluated, Mr. Jiles stated.

VOTE (\$49,500.00) The motion was adopted by majority vote with all members voting "yes" with the exception of Ms. Lynch, who voted "no".

**TRAINING RATE FOR PUBLIC WORKS EMPLOYEES** – Ms. Salvage stated that as we have new hires, they are proposing a lower rate in the beginning, then bring them up to full base rate. Our H-6 employees would start at \$12.71 per hour.

If the employee has his CDL, this is a training period, Mr. Lemley stated, and if we have someone who has demonstrated they are capable we would bring them in at full rate.

**MOTION** – Mr. Rockhold moved, seconded by Mr. Reynolds, to approve the training rate for public works positions for caretakers, craftsman, grounds and maintenance technicians, medium equipment operators and heavy equipment operators. The motion was adopted by unanimous vote.

**FLEET MAINTENANCE COORDINATOR** – Chief Martin stated this was a new position. He has had this position staffed with a civil service officer since the fleet plan began. Due to the retirement of this person, he would like to have that uniform officer on the street as opposed to managing the fleet.

The job description calls for one year fleet maintenance experience, but Ms. Lynch thinks it should be four years. We have working vehicles like trailers and 80 plus working on a daily basis. This includes the death-row vehicles that we use until they are ready to be crushed – not road worthy.

Chief Martin said this would be a great addition to the department, and it will be an H-5 position starting at \$12.20 per hour, 40 hour work week. He will submit a budget revision soon. Longevity will not be included with this position.

MOTION – Mr. Rockhold moved, seconded by Mr. Reynolds, to recommend that Council authorize the addition of a fleet maintenance coordinator in the Police Department, with a minimum of four years' experience, and the motion was adopted by unanimous vote.

#### SMOKING POLICY

Ms. Lynch stated this was law, and we need to recognize it in our policy.

Mr. Brown stated that we could not enforce this amendment, and Ms. Lynch agreed, but said it was the law.

MOTION – Mr. Brown moved to table the proposed policy, but there was no second to the motion.

Ms. Salvage stated that the only change in this proposal was about our vehicles. If we have a car for three years in our fleet and someone has smoked in it, it is not right if they change their car. We also don't want our employees to smoke when they are cutting grass. There is an opportunity for lunch breaks, etc., she said, and this is about image.

Cars are considered your work place when you drive a cab, Mr. Carpenter stated, according to the Mid-Ohio Valley Health Department.

MOTION – Mr. Reed moved, seconded by Mr. Reynolds, to recommend that Council adopt this policy, and the motion was adopted by majority vote with all members voting "yes" with the exception of Mr. Brown, who voted "no".

REINSTATEMENT OF SANITATION SUPERVISOR AND STREET SUPERVISOR – Mr. Lemley stated that we tried a new policy without this level of supervision, but it has hurt the efficiency of both departments with down times. We are using working foremen, but there is not enough time in the day and it has caused weaknesses in both departments. We need more monitoring, as complaints have mounted, as well as abuse of City equipment. Our overtime may have doubled.

Mr. Rockhold asked about the assistant public works director filling in, and Mr. Lemley said his assistant may retire this year, but we are not sure. The working foremen did not know the budget and there was not enough training, causing Mr. Lemley to spend more time than he should have. We tried it, but it has not been successful, he said.

Mr. Carpenter asked if one supervisor was enough, and Mr. Lemley said he wanted to get back to where there was someone at the top because they need closer direction. Someone needs to make decisions, and we have been wasting man-hours waiting for answers.

Mr. Reed asked if we created another assistant to the public works director, and Mr. Lemley said that did not happen. We have filled positions when employees leave, but not the supervisors. This will be good for the public, Mr. Lemley stated.

The men all say the same thing, Mr. Reynolds stated. He said he talks with them and they think it is needed, and not having supervisors has led to injuries.

MOTION – Mr. Rockhold moved, seconded by Mr. Reed, to recommend that Council re-instate these two supervisor positions and the motion was adopted by unanimous vote.

The meeting adjourned at 7:25 PM.

Respectfully submitted,



Connie Shaffer, City Clerk