

AGENDA FOR A PERSONNEL COMMITTEE FOR TUESDAY  
**AUGUST 25, 2015, 5:30 PM, SMALL CONFERENCE ROOM**  
SECOND FLOOR, MUNICIPAL BUILDING

(Councilmen Bigley, Wilcox, Brown and Carpenter)

- I. CALL TO ORDER – Councilwoman Sharon Lynch, Chairman
- II. ROLL CALL
- III. MINUTES – meeting held May 12, 2015
- IV. NEW BUSINESS
  1. Review our last pay plan proposal;
  2. Request a salary survey for all positions for 2015;
  3. Review the reclassifications for fourteen (14) positions (already in the budget for 15/16.
  4. Request from Chief Martin concerning sergeants and lieutenants positions.
  5. Discussion on review and updating the City Charter and the codified ordinances, according to Council’s rules and regulations.
  6. Request that the committee be given the amount of hours spent on copying information, the estimated wages for said copying, and any money spent on supplies (paper, etc.) for FOIA requests over the past few months.
- V. ADJOURNMENT

The Personnel Committee of City Council met Tuesday, May 12, 2015 at 6:15 PM in the small conference room on the second floor of the Municipal Building at One Government Square, Parkersburg, WV 26101.

The meeting was called to order by its Chairman, Councilwoman Sharon Lynch, who presided over the meeting. Members attending included Nancy Wilcox, Roger Brown, JR Carpenter, and Sharon Lynch. Councilman Read was absent on military training.

Others attending included Mayor Robert Newell, Rickie Yeager, Lisha Conny, Rick Lemley, Chief Martin, John Rockhold, Kim Coram, and Pam Salvage.

MINUTES – Mr. Brown moved, seconded by Mr. Carpenter, to approve the minutes from the meeting held January 6, 2015, and the motion was adopted by unanimous vote.

WV SMALL BUSINESS COACH – Development Director, Rickie Yeager, introduced Ms. Lisha Conny, our small business development coach, whose expertise has brought her to Parkersburg, and is very active in the Development Department to assist businesses in our City in marketing.

Ms. Conny said that she and her husband own six businesses and they have corporate customers, retail, real estate and rentals. This allows her to talk to the clients who want to open or expand in Parkersburg. She moved here from Houston Texas from the computer and gas and oil field.

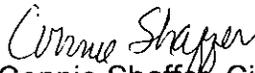
SBA funds those businesses with 499 or fewer employees, she said. The same basics apply, but the impact can be different. She helps with structure and plans for those wanting to start or expand their business. She said that people's passion for what they like to do takes them a small amount of time, and then they become overwhelmed with the details of running a business. Every business goes up and down. You have to have the concept, it matures, then you know what you are doing, and then you have to have an exit plan for the end of the business.

As you exit, you cannot take the money, as no one would buy your business if there is no money. Eighty six percent (86%) of businesses in WV are small businesses, with the majority having 15 or fewer employees. Ms. Conny brings people in to talk about exporting when that is needed. She serves six counties and works with coaches in other counties.

Ms. Conny told the committee she was on the fifth floor of our building and invited them to visit. Chairman Lynch said she has spent some time with Ms. Conny, and she does a good job.

The meeting adjourned at 6:25 PM.

Respectfully submitted,

  
Connie Shaffer, City Clerk

TITLE	Current		New	
	Grade	Base Rate	Grade	Base Rate
Federal Projects Administrator	S-2	\$ 36,265	S-4	\$ 38,312
Financial Compliance Officer	S-2	\$ 36,265	S-4	\$ 38,312
Chief Code Official	S-4	\$ 37,372	S-5	\$ 42,491
IT Coordinator	S-6	\$ 45,476	S-6A	\$ 55,000
Light Eq. Operator to Medium Eq. Operators (5)	H-4	\$ 11.69	H-6	\$ 12.71
Parks Caretakers (N/W) to Med Eq. Operator (2)	H-4	\$ 11.69	H-6	\$ 12.71
Craftsman to Medium Equipment Operator	H-4	\$ 11.69	H-6	\$ 12.71
Garage Mechanic (5)	H-5	\$ 12.20	H-6	\$ 12.71
Administrative Assistant	H-7	\$ 13.22	H-8	\$ 14.25
Police Clerk (2)	H-7	\$ 13.22	H-8	\$ 14.25
Memorial Bridge Office Manager	H-8	\$ 14.25	S-1	\$ 35,242
Parking Facilities/Municipal Court Supervisor	H-8	\$ 14.25	S-1	\$ 35,242
Engineering Technician	H-11A	\$ 15.90	H-12	\$ 17.12