

AGENDA FOR A PERSONNEL COMMITTEE  
MEETING FOR TUESDAY, SEPTEMBER 22, 2015,  
6:00 PM, SMALL CONFERENCE ROOM,  
SECOND FLOOR, MUNICIPAL BUILDING

(Councilmen Bigley, Wilcox, Brown, Carpenter)

- I. CALL TO ORDER – Chairman, Councilwoman Sharon Lynch
- II. ROLL CALL
- III. MINUTES – meeting held August 25, 2015
- IV. NEW BUSINESS
  1. Request by Finance Director, Eric Jiles, to reestablish the Assistant Director of Finance position.
- V. ADJOURNMENT

The Personnel Committee of City Council met Tuesday, August 25, 2015 at 5:30 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. The Clerk noted the attendance and those present included Warren Bigley, Nancy Wilcox, Roger Brown, JR Carpenter, and Sharon Lynch.

Others attending included Mayor Jimmy Colombo, Rickie Yeager, Rick Lemley, Pam Salvage, Chief Taylor, Chief Martin, Eric Jiles, John Rockhold, Kim Coram.

MINUTES – Ms. Wilcox moved, seconded by Mr. Carpenter, to approve the minutes from the meeting held May 12, 2015, and the motion was adopted by unanimous vote.

PAY PLAN PROPOSAL – Ms. Lynch stated that Personnel Director, Pam Salvage asked to remove item #3, Review the reclassifications for 14 positions) until she has an opportunity to review each request.

SALARY SURVEY FOR ALL POSITIONS – Ms. Lynch stated that she was requesting a salary survey for 2015/2016, and then we will make a comparison with last years' survey. We can use the same cities that we contacted last year, she said, to see how much, if any, it went up. After we compare it, we will then work on a salary for the incoming Mayor. Last fall there was a range proposed for the Mayor, but nothing was chosen.

Mr. Brown asked if we give a raise when the minimum wage goes up, and Ms. Salvage said that if we have employees below minimum wage, we raise those up. Mr. Brown stated that 75 cents would take care of it. He said he did not know why we have to go through the comparisons – employees lose their buying power when minimum wage goes up.

We have no employees in danger of falling below, Ms. Salvage stated. We have some classifications that are wrong and need to be fixed. For funding, we will have a continuous revenue stream when the 1% sales tax is received, she said.

Employees who receive minimum wage are part-time and crossing guards, Ms. Wilcox added – they are not full time employees.

Councilman Carpenter asked how the City was doing financially, and Ms. Salvage stated that we won't know our carryover for about another month. It will take a while to compare the 1% sales tax increase with the decrease in B & O taxes.

And, the salary survey will take a while, Ms. Lynch stated. We can't give a raise until we know about the carryover, but in the meantime we can prepare for it. We can't do anything until we get the information back, she said.

Mr. Bigley asked how many part time employees the City had, and Ms. Salvage said that the Police Department has 28 crossing guards, and there are 35 at the Memorial Bridge, five in the parks, and two in sanitation. She said that we pay our summer temps minimum wage, but we can't find people to fill the positions for that wage. Vienna pays \$9.00 per hour, and she thinks we need to reevaluate that wage.

**REQUEST FROM POLICE CHIEF CONCERNING SERGEANT AND LT POSITIONS** – Chief Joe Martin stated that he had a Lt. on temporary disability. He is finishing a six month block of a 24 month medical leave issue, with his payments coming out of the pension fund. We have a Sergeant performing the duties of the Lt. In December 2016 he will have someone retire.

Our department is twice as big as the Sheriff's Department, he said, and we have twice the supervisors. It hurts the department being low on supervisors, and the sergeant is not being properly compensated. There is about \$6,000.00 left in his budget between now and the end of the year, and they can move the money from one line to another if he is allowed to promote the sergeant to Lt.

Chief Martin is asking Council to allow him to promote from Sergeant to Lt. and from Patrolman to Sergeant. It will take several weeks to give the tests and make the promotions. We are not hiring more bodies – he is just asking permission to move someone up, leaving a patrolman position vacant.

**MOTION** – Mr. Carpenter moved, seconded by Mr. Brown, to allow Chief Martin to promote one sergeant to lieutenant, and a patrolman to sergeant, and the motion was adopted by unanimous vote.

**UPDATE CHARTER AND CITY CODE** – Ms. Lynch stated that according to Council's rule #16, paragraph 4, it says that every ten years the code should be reviewed by the personnel committee. She said they will begin in January and work during the day, and she will appoint a subcommittee for this purpose. Section 2.208 of the City Charter is the authority for these updates.

**MOTION** – Mr. Brown moved, seconded by Mr. Bigley, that the Personnel Committee review the City Code and Charter as a whole, and the motion was adopted by unanimous vote.

**HOURS SPENT ON SUPPLYING FOIA INFORMATION** – Ms. Lynch stated that she had inquired about the amount of hours, wages, copy paper, etc. that the City has spent on supplying information to the public making F.O.I.A. requests, and the City Attorney denied her request as the Acting Mayor, and she is asking again. That will be helpful, she said, in knowing how many FTEs will be needed.

Mr. Carpenter said he thought we should focus more on being transparent, and Ms. Lynch said she thought people have the right to know that information. We have to pay it, Mr. Carpenter said, whatever it was.

Ms. Salvage said we could track this information going forward, but going back to January 2015 would be difficult. Employees know they spent a lot of time, but she does not think we can come up with a fair number of hours.

As the F.O.I.A. requests were coming in, normal operations slowed down, Mr. Jiles stated. He said he did not understand the objective.

Ms. Lynch said she want to know how long we took employees off their regular jobs for the FOIAS. That will tell her if we still need that many hours in the budget. She thinks we would know how many hours we had to take employees off their regular jobs.

There were different employees in different departments working on the requests, Ms. Salvage stated. She was not there full time.

We could track the next FOIA from beginning to end, Mr. Carpenter stated, and that would be a good estimate.

Mr. Jiles said he would feel uncomfortable estimating those figures.

Mayor Jimmy Colombo said he thought we could prepare a flow sheet with hours spent and go forward, but did not think we could go back.

Councilman Bigley asked if it was possible to just ask around of the employees and see how many hours it took, and Mr. Jiles said he would ask. Ms. Salvage said she had no idea how many hours she spent. We started keeping copies, and she will see how many were made.

Mr. Rockhold asked if we could put the information on our webpage, and Ms. Salvage said that mostly, people asked for copies of documents. Ms. Lynch said that whatever they come up with, we will get it out to them.

By ordinance, the City charges 10 cents a sheet for copies, but we are not allowed to charge for preparation time.

There was no other business to come before the committee, and the meeting adjourned at 6:25 PM.

Respectfully submitted,

  
Connie Shaffer, City Clerk

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