

Personnel Committee
June 4, 2015

Members Present

Chairman Heberling
Alderman Burtle
Alderman Moore
Alderman Jones

Also Present

Mayor Brotherton
Alderman Budd
Alderman Walters
Alderman Vota
Chief Herpstreith
Fire Chief Crews
Aaron Sutton
Cindy Dey
Shirley Sams
Cindy Brown

Chairman Heberling called the meeting to order at 6:00 p.m.

Social Media Policy

At the last meeting a sample policy was distributed to the Committee and Chairman Heberling asked the Committee to review and be ready to discuss. Chairman Heberling asked the Committee if they would be interested in developing a social media policy. After reviewing the information provided, the Committee agreed that they need to seriously take a look at developing a policy and will be gathering more information and discussing how to implement this at future meetings.

Quality Quarter Program

Human Resource Manager Brown suggested a start date to begin this incentive program to be July 1, 2015. She will send a memo to the employees explaining the program.

Sick Leave Donation

Chairman Heberling distributed to those Aldermen present an updated Sick Leave Donation Draft. Human Resource Manager Brown distributed a draft of the application in which the employee who is requesting donated time will have to complete. A physician's signature will also be required on the application. The Committee agreed to start this program July 1, 2015. This policy may be reviewed, revised, and/or rescinded at any time and/or as needed.

Motion by Alderman Burtle and seconded by Alderman Jones to recommend to the City Council to accept the Volunteer Sick Leave Donation Policy as written with the application to begin July 1, 2015. Motion carried 4-0.

Health Insurance Issues

After discussing the benefits of AFLAC versus Assurent, the Aldermen agreed that it would be in the best interest of the employees to keep AFLAC. It is noted that the City may need to have an outlay of \$3500.00 to pay for ACA (Affordable Care Act) reporting mandate. The City is researching payroll software updates/additions that can be made to make this reporting more efficient.

Motion by Alderman Moore and seconded by Alderman Burtle to recommend to the City Council to rescind and/or reconsider and/or amend Assurent to AFLAC.

Motion carried 4-0.

Vision Insurance was discussed and the Aldermen were informed that the “Big Box” insurance is actually NVA (National Vision Administrators, L.L.C.) and not Eye Med. With that said, the Aldermen agree that it would benefit the employees to move from VSP to NVA as they are similar in coverage.

Motion by Alderman Jones and seconded by Alderman Burtle to recommend to the City Council to rescind and/or reconsider and/or amend Eye Med to NVA.

Motion carried 4-0.

Any Other Matters

Chairman Heberling announced some items to be discussed at the next Committee meeting:

1. Retired City Employee policy
2. Employee Picture board.
3. Discuss A and B CDL license regarding available position in the Street Department.

Alderman Moore would like to discuss a need for a City Mechanic.

Alderman Jones informed the Committee that he was aware that the Full Time Police Dispatcher position had been bid and is now filled. He discussed the need to fill the Deputy Treasurer position and Chairman Heberling informed the Committee that he does not believe that we need to fill the position right away and that due to problems in the area he would like to see the office smooth out and if that means the employees have to work a little harder until the position is filled, so be it.

Adjournment

Motion by Alderman Burtle and seconded by Alderman Moore to adjourn.

Motion carried 4-0. The meeting adjourned at 7:27 p.m.

Rob Heberling, Personnel Committee Chairman