

## **PERSONNEL COMMITTEE**

December 6, 2012

### **MEMBERS PRESENT**

Chairman Heberling  
Alderman Burtle  
Alderman Jones  
Alderman Koonce

### **ALSO PRESENT**

Mayor Brotherton  
Terri France  
Alderman Walters  
Alderman Dorchinecz  
Alderman Lawrence  
AFSCME Union Members  
Police and Fire Union Members  
Cindy Brown  
Andy Lasswell

Chairman Heberling called the meeting to order with all members present at 6:02 p.m.

### **Office Level III-Treasurer's Office**

Treasurer Terri France presented her report that Mindy Durbin has the experience and knowledge to be promoted to a Secretary Level III position. Mindy has worked as a Secretary Level II for over a year and Terri is confident in Mindy's abilities and would like to upgrade by contract her position.

Motion by Alderman Koonce and seconded by Alderman Burtle to present to the City Council the recommendation. Alderman Koonce amended his motion due to Alderman Jones recommending that the Mayor present a waiver to the AFSCME Union allowing Mindy Durbin to be promoted without a Bid.

Motion by Alderman Koonce and seconded by Alderman Burtle to recommend to the City Council approval to promote Mindy Durbin to the Secretary III position. Motion carried 4-0.

### **Advertise/Review Requirements**

HR Cindy Brown presented on behalf of Street Superintendent Dick Wiseman, the results of the Working Foreman position that was posted as a Bid position in the Street Department. As a result of no one qualifying, Superintendent Wiseman would like to go through the current applications and advertise for this position. Chairman Heberling would like to approach the Union to make this a management position. He would like to give the Union 30 days to respond to the idea.

Motion by Alderman Burtle and seconded by Alderman Koonce to recommend to the City Council to proceed with advertising the Working Foreman position pending response from the AFSCME Union regarding the management position recommendation by Rob Heberling. Motion carried 4-0.

### **Health Insurance Review**

Chairman Heberling, Mayor Brotherton and HR Manager Cindy Brown had a meeting with Mr. Brian Jablonski, BCBS Representative, on November 19, 2012 to discuss the upcoming changes to the Health Care Reform Act. Chairman Heberling gave a review of the upcoming changes to start taking effect in January of 2013.

### **Tentative Police Agreement**

Mayor Brotherton presented to the members of the Committee the Tentative Police Agreement which encompasses a Longevity Step program consisting of an overall salary increase of 2.04% and one extra personal day.

Motion by Alderman Jones and seconded by Alderman Koonce to accept the Tentative Police Agreement and recommend to the City Council an overall salary increase of 2.04% to those employees on the Longevity Step Scale proposal. Motion carried 4-0.

### **Non-Bargaining Salaries**

Mayor Brotherton discussed two separate items regarding the Non-Bargaining Agreement. Mayor Brotherton discussed the financial condition with the City Treasurer and she feels that a 2% wage increase for these employees would not result in a negative impact on the City's budget. Mayor Brotherton would like to recommend a 2% salary increase effective January 1, 2013.

Motion by Alderman Jones and seconded by Alderman Koonce to recommend to the City Council a 2% salary increase for the Non-Bargaining personnel effective January 1, 2013. Motion carried 4-0.

One exception to this would be the Human Resource Manager. The current salary of \$37,500.00 is below the minimum salary mandated by City Ordinance Number 3392. To remedy this error, the Mayor recommends increasing the salary of the Human Resource Manager's position to \$41,526.34 and making it retroactive to the first pay period in November of 2012.

Motion by Alderman Jones and seconded by Alderman Burtle to recommend to the City Council to increase the Human Resource Manager's salary to a minimum of \$41,526.34 in accordance to City Ordinance Number 3392 and make it retroactive to the first pay period in November of 2012. Motion carried 4-0.

Motion by Alderman Burtle and seconded by Alderman Koonce to adjourn. Motion carried 4-0.

The meeting adjourned at 6:55 p.m.

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Rob Heberling, Chairman  
Personnel Committee