

**City of Taylorville
Personnel Committee Meeting
March 3, 2022**

Members Present

Chairman Driskell
Alderman Brown
Alderman Olive
Alderman Skultety

Also Present

Mayor Barry
Alderman Wilson
Alderman Budd
Alderman Bryant
Clerk Lilly
Treasurer Miles
Chief Adermann
Chief Wheeler

Superintendent Speagle
Superintendent Tennant
Superintendent Mann
Deputy Chief Childers
HBO Goodall
HR Bentley
Marlin Brune
Crystal Nichols
Derek McConnell
Carol Endsly

Chairman Driskell called the meeting to order at 6:00 pm.

COVID-19 Policy

Chairman Driskell recommended to get rid of any COVID-19 policy and just refer to the current sick leave policy, if you're sick stay home. All Aldermen on the Committee agreed with the recommendation.

Motion by Alderman Skultety to recommend to the City Council to rescind any COVID Policy currently on the book and return to any normal sick leave policy.

Fire Chief Adermann suggested some type of policy to be on the books. He explained if the City does not have any type of Policy and any COVID related funds become available, the City would not be eligible to receive them.

Motion by Alderman Skultety and seconded by Alderman Brown to recommend to the City Council to approve the new COVID-19 Policy as follows: If you are sick with COVID-19 refer to the current Sick Leave Policy in the Employee Handbook and follow any current guidelines as updated by the CDC.
Motion carried 4-0.

Non-Bargaining Employee Job Descriptions

Chairman Driskell would like to have updated job descriptions for all Non-Bargaining employees. It was requested that Human Resource Manager Bentley send current job descriptions to the Superintendents to be updated and if no current description can be found then one needs to be created.

Promotion of Crystal Nichols to Office Level II – City Clerk's Office

Clerk Lilly advised she would like to move Crystal Nichols up to an Office Level II due to the experience she has in the office.

Motion by Alderman Olive and seconded by Alderman Brown to recommend to the City Council to promote Crystal Nichols in the City Clerk's Office to an Office Level II. Motion carried 4-0.

Bid and/or Advertise Office Level I – City Clerk’s Office

Clerk Lilly advised this position is open due to the promotion of Tammy Rogers to Deputy Clerk. Motion by Alderman Brown and seconded by Alderman Skultety to recommend to the City Council to approve to bid and/or advertise an Office Level I position in the City Clerk’s Office. Motion carried 4-0.

Bid and/or Advertise Laborer Position – Street Department

Superintendent Mann explained this position is open due to an employee leaving the department.

Motion by Alderman Skultety and seconded by Alderman Brown to recommend to the City Council to approve to bid and/or advertise a Laborer position at the Street Department. Motion carried 4-0.

Bid and/or Advertise Working Foreman Position – Water Treatment Plant

Superintendent Speagle advised with Foreman Brune being sworn in on Monday March 7, 2022 he would like to get the process started to have his position filled.

Motion by Alderman Skultety and seconded by Alderman Olive to recommend to the City Council to approve to bid and/or advertise the Working Foreman position at the Water Treatment Plant. Motion carried 4-0.

Deputy Treasurer Job Description

Treasurer Miles had previously sent out an email to all Council members explaining the importance of having a Deputy Treasurer. Alderman Bryant questioned if this position is really needed as the City has gone without one for many years and things have still been getting done. Clerk Lilly advised the City Treasurer’s job includes a tremendous amount of work and was getting done because the Treasurer was working nights and weekends. Also a Deputy Treasurer is needed to be a second set of eyes on all the bank accounts.

The current job description for the Deputy Treasurer has duties relating to the Water Collection Office. Now that the Treasurer is out of that department the Treasurer would like to change this to the Deputy Treasurer being a backup for the Human Resource Manager. Alderman Budd advised that the Job Description will need to be agreed upon with the Union.

Bid and/or Advertise Deputy Treasurer Position

Human Resource Manager Bentley questioned if the bid notice could wait to be out until after office space was figured out as it may stop employees from bidding as there is no office at this time. Alderman Olive explained three contractors have checked the building and will be getting him quotes before the next Public Facilities meeting. The suggested area for the office to be built is in the vault behind the Treasurer’s Office.

Motion by Alderman Olive and seconded by Alderman Skultety to recommend to the City Council to approve to bid and/or advertise the Deputy Treasurer position, with the intent of the Deputy Treasurers office to be attached to the Treasurers Office. Motion carried 4-0.

Summer/Seasonal Help

Motion by Alderman Skultety and seconded by Alderman Olive to recommend to the City Council to approve to hire 23 Summer/Seasonal help employees with a breakdown as follows:

- Street department request 6 Summer/Seasonal
- HBO request 1 Summer/Seasonal

- Lake Department request 6 total, 5 Summer/Seasonal and 1 staff quick
- Water Department request 4 Summer/Seasonal and
- Cemetery request a total of 6 4 Summer/Seasonal and 2 staff quick.

Motion carried 4-0.

Any Other Matters

HBO Goodall believes his current pay has been calculated incorrectly. The HBO salary is 105% above the Working Foreman's salary. He was approved a 2% raise at his evaluation and a 10% raise for taking on the Airport Manager position. HBO Goodall advised these increases were approved separately but given to him together. With his increases his salary is now 117% above the Working Foreman. When the new rate was calculated it was done at a flat rate of 117% not 2% then 10%. This is a difference of \$15.78 per pay and \$410.28 annually. HBO Goodall was advised this would be added to the next Personnel Committee.

Adjournment

Motion by Alderman Olive and seconded by Alderman Skultety to adjourn. Motion carried 4-0. The meeting adjourned at 6:48pm.



Kathy Driskell, Personnel Committee Chairman