

**City of Taylorville
Personnel Committee Meeting
January 5, 2023**

Members Present

Chairman Driskell
Alderman Olive
Alderman Bryant

Members Absent

Alderman Skultety

Also Present

Mayor Barry
Alderman Wilson
Alderman Brown
Alderman Dorchinecz
Alderman Brown
Treasurer Miles

Police Chief Wheeler
Deputy Chief Childers
Fire Chief Adermann
HR Bentley

Chairman Driskell called the meeting to order at 6:44 pm.

Discussion of Background Checks

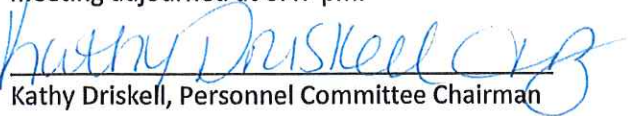
HR Bentley informed the Committee that Taylorville Police Department is no longer able to run criminal history reports through the LEADS system for hiring purposes. HR Bentley received one quote from Concorde Inc. for background screening however recently learned that Taylorville Police Department has access to a program called TLO which provides background information so this no longer needs to be discussed.

Any other matters

Chairman Driskell advised Lake Superintendent Ortman reached out to her due to the permanent part time Marina Clerk and the Lake Guard positions needing to be filled. Waiting until February's meeting will not allow for enough time to go through the process of filling these positions. Chairman Driskell advised it was okay to have this positions bid out without going through Personnel. HR Bentley stated that City Clerk Lilly added these positions to the January 17, 2023 City Council agenda.

Adjournment

Motion by Alderman Bryant and seconded by Alderman Olive to adjourn. Motion carried 3-0. The meeting adjourned at 6:47 pm.


Kathy Driskell, Personnel Committee Chairman

PERSONNEL COMMITTEE

February 2, 2023

MEMBERS PRESENT

Chairman Driskell
Alderman Olive
Alderman Skultety
Alderman Bryant

ALSO PRESENT

Mayor Barry
Chief Adermann
Chief Wheeler
Assistant Fire Chief Rogers
Deputy Chief Childers
Lieutenant Toberman

Alderman Wilson
Alderman Brown
Alderman Budd
Treasurer Miles
Crystal Nichols

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

SUMMER/SEASONAL HELP

Chairman Driskell discussed the number of Summer/Seasonal help employees requested by each department. Alderman Wilson reminded the Committee that while the Street Department requested 6 Summer employees last year, there were no applicants. He requested the ability to hire through Staff Quick if no applications come in this year.

Motion by Alderman Bryant and seconded by Alderman Skultety to recommend to the City Council to approve to hire 22 Summer/Seasonal help employees with a breakdown as follows:

- HBO: 1 Staff Quick
- Lake Department: 5 Summer/Seasonal and 1 Staff Quick
- Water Department: 4 Summer/Seasonal
- Cemetery: 2 Summer/Seasonal and 3 Staff Quick
- Street Department: 6 Summer/Seasonal, with the option to hire through Staff Quick if there is an inadequate number of applications for Summer/Seasonal employees

ANY OTHER MATTERS

Motion by Alderman Olive and seconded by Alderman Bryant to adjourn. Motion carried 4-0.

Meeting adjourned at 6:06 P.M.

Kathy Driskell (on)
Kathy Driskell, Chairman
Personnel Committee

**City of Taylorville
Personnel Committee Meeting
March 2, 2023**

Members Present

Chairman Driskell
Alderman Skultety
Alderman Bryant

Members Absent

Alderman Olive

Also Present

Mayor Barry
Alderman Wilson
Alderman Budd
Alderman Dorchinecz
Alderman Brown
Treasurer Miles
Police Chief Wheeler

Superintendent Mann
Superintendent Tennant
Crystal Nichols
Derek McConnell
Tim McArdle
HR Bentley
Deputy Chief Childers

Chairman Driskell called the meeting to order at 6:03 pm.

Hire Replacement Fire Fighter

Superintendent Mann advised this is to replace Firefighter Tatge who left the department last month.

Motion by Alderman Bryant and seconded by Alderman Skultety to recommend to the City Council to approve to hire one Firefighter for the Taylorville Fire Department. Motion carried 3-0.

Official Dress Code Policy for Employees

Chairman Driskell presented the following draft employee dress code for all office staff in all areas of City employment:

- All clothing should be clean, ironed and in good shape. Refrain from wearing clothes that have tears, rips or holes, even if it is the current fashion.
- All employees should maintain an acceptable level of bodily hygiene to ensure that interactions with other staff and clients remain positive and pleasant.
- Work clothes should be professional, which means they should not be too revealing or casual.
- Office staff is allowed to wear jewelry, but we require that staff remove visible body piercings during work hours.
- The City has no policy against tattoos, but require that all office staff and management cover all visible tattoos during work hours.
- All hair must be within professional standards, which means that no unnatural colors are acceptable.

Motion by Alderman Bryant and seconded by Alderman Skultety to recommend to the City Council to approve the dress code policy for City employees as presented. Motion carried 3-0.

Unemployment Benefits Policy

Alderman Bryant advised after checking further into this it has been discovered that seasonal help is able to file for unemployment benefits. Moving forward any seasonal help that is not in school should be hired through Staff Quick to avoid the City becoming a chargeable employer for unemployment.

Requests for Unemployment Benefits for Former Employees

Alderman Bryant requested that HR Bentley speak to past Supervisors when a previous employee files for unemployment benefits to assure there is no reason benefits should be protested.

Review City Code 1-9-8A (Employment Restrictions: Nepotism)

Chairman Driskell informed HR Bentley due to the Nepotism Ordinance that last summer when a member of her household was employed as Seasonal help she should not have been the one to handle any of this person's paperwork.

Any other matters

Chairman Driskell advised previously a new payroll system was discussed but nothing ever came of it. Alderman Bryant will look into this again.

Adjournment

Motion by Alderman Bryant and seconded by Alderman Skultety to adjourn. Motion carried 3-0. The meeting adjourned at 6:27 pm.

Kathy Driskell, Personnel Committee Chairman

**City of Taylorville
Personnel Committee Meeting
April 6, 2023**

Members Present

Chairman Driskell
Alderman Skultety
Alderman Bryant
Alderman Olive

Also Present

Mayor Barry
Alderman Wilson
Alderman Budd
Chief Adermann
Assistant Chief Rogers
Kellie Hamell
Police Chief Wheeler
Deputy Chief Childers
Superintendent Ortman

Superintendent Mann
Superintendent Tennant
Derek McConnell
Tim Brown
Tim McArdle
Kirsten Nelson
Travis Ostermeier
Kayleigh Boston
HR Bentley

Chairman Driskell called the meeting to order at 6:19 pm.

Additional Staff Quick Employee for Lake & Cemetery

Superintendent Ortman explained that he would like to rehire the same person he had helping in the Marina last year as she is already trained but she is not able to be hired as a high school/college student and would need to be hired through Staff Quick.

Motion by Alderman Bryant and seconded by Alderman Olive to recommend to the City Council to allow the Lake and Cemetery Departments to each hire one addition Staff Quick employee. Motion carried 4-0.

Motion by Alderman Bryant and seconded by Alderman Olive to go into closed session, pursuant to 5 ILCS 120/2 (c)(1) and (c)(2) to discuss the employment, performance, discipline, and collective negotiation matters concerning City employee, Kayleigh Boston, including, but not limited to, her pending grievance regarding the City's dress code policy; and any and all subject matters relating to any and all of the aforesaid subject matters, and to include, if present, the following persons to be present during all or part of such closed session, namely: the Mayor, Alderman, City Clerk, Human Resource Manager, Police Chief, and such other person or persons as the Personnel Committee Chairman may decide during this Personnel Committee meeting and/or during such closed session.


The Personnel Committee recessed at 6:22 P.M. and went into Closed Session at 6:23 P.M. The Personnel Committee returned to Open Session at 7:03 P.M.

Chairman Driskell stated the Committee would like to cooperate and suspend the modified dress code until July 1, 2023 to allow all parties to provide input and try to come to an agreement for a new dress code policy.

Motion by Alderman Skultety and seconded by Alderman Olive to recommend to the City Council to suspend the current dress code policy effective April 18, 2023 and revert back to the previous dress code policy until July 1, 2023 to give the Union and the Committee time to bargain a new dress code policy that is agreed upon. Motion carried 3-1.

Adjournment

Motion by Alderman Bryant and seconded by Alderman Skultety to adjourn. Motion carried 4-0. The meeting adjourned at 7:10 pm.


Kathy Driskell, Personnel Committee Chairman

**City of Taylorville
Personnel Committee Meeting
June 1, 2023**

Members Present

Chairman Bryant
Alderman Budd
Alderman Dorchinecz
Alderman Wilson

Also Present

Mayor Barry
Alderman Brown
Superintendent Mann
Fire Chief Adermann
Police Chief Wheeler

Tammy Rogers
Derek McConnell
Tim McArdle
Travis Ostermeier
HR Bentley

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

Promotion of Crystal Nichols to Office Level III - City Clerk's Office

Motion by Alderman Budd and seconded by Alderman Wilson to recommend to the City Council to approve the promotion of Crystal Nichols in the City Clerk's Office to an Office Level III. Motion carried 4-0.

Hire Replacement Heavy Equipment Operator B – Street Department

Alderman Budd explained this is a replacement for Bill Jones who has filed for retirement but it is still processing.

Motion by Alderman Budd and seconded by Alderman Wilson to recommend to the City Council to bid/advertise for a Heavy Equipment Operator B in the Street Department, but not to fill the position until the retirement process for the previous employee is completed. Motion carried 4-0.

Review Updated Dress Code Policy

Chairman Bryant advised AFSCME is in agreement with the new presented Dress Code Policy.

Motion by Alderman Wilson and seconded by Alderman Dorchinecz to recommend to the City Council to approve the presented Dress Code Policy, effective July 1, 2023. Motion carried 4-0.

Adjournment

Motion by Alderman Budd and seconded by Alderman Dorchinecz to adjourn. Motion carried 4-0. The meeting adjourned at 6:04 pm.

Megan Bryant, Personnel Committee Chairman

City of Taylorville
Personnel Committee Meeting
September 7, 2023

Members Present

Chairman Bryant
Alderman Dorchinecz
Alderman Wilson

Also Present

Mayor Barry
Alderman Brown
Alderman Olive
Deputy Chief Childers
Superintendent Tennant

Treasurer Miles
Crystal Nichols
Tim Brown
Tim McArdle
Derek McConnell
HR Bentley

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

Bid/Advertise Part Time Crossing Guard

Mayor Barry spoke with the School District and they believe a Crossing Guard at this Webster/Bidwell is very much needed. Chairman Bryant suggested the school to pay for half of the salary as this is the only Crossing Guard position not employed by the school.

Motion by Alderman Dorchinecz and seconded by Alderman Wilson to recommend to the City Council to table Bid/Advertising the Part Time Crossing Guard until further discussion with the School Board regarding salary. Motion carried 3-0.

Approval to Hire Additional Staff Quick Personnel – Cemetery

Superintendent Tennant advised he was previously approved for 5 Staff Quick employees and has not met that number.

Discuss Working Foreman Position – Cemetery

Superintendent Tennant explained the Working Foreman position requires a Class A CDL; however the Working Foreman in the Cemetery does not use this qualification. Superintendent Tennant suggested making a job specific Class B Working Foreman. Derek McConnell advised the Working Foreman job description in the AFSCME contract is all encompassing across the board for each department and a Class A CDL is required. Superintendent Tennant advised one application came in today for the this position so this is not something that needs addressed at this time but may need to be looked into in the future.

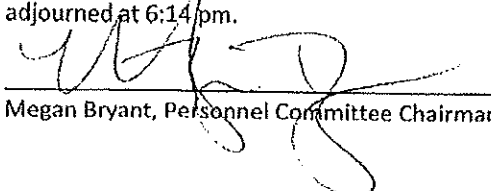
Approval to Hire Police Officer

Deputy Chief Childers advised this is to replace Detective Nation who recently retired.

Motion by Alderman Wilson and seconded by Alderman Dorchinecz to recommend to the City Council to direct the Mayor to send a letter to the Board of Fire and Police Commissioners to hire a replacement Police Officer from the Police Eligibility List. Motion carried 3-0.

Adjournment

Motion by Alderman Wilson and seconded by Alderman Dorchinecz to adjourn. Motion carried 3-0. The meeting adjourned at 6:14 pm.



Megan Bryant, Personnel Committee Chairman

**City of Taylorville
Personnel Committee Meeting
October 5, 2023**

Members Present

Chairman Bryant
Alderman Dorchinecz
Alderman Wilson
Alderman Mitchelson

Also Present

Alderman Olive
Alderman Brown
City Clerk Lilly
Deputy Chief Childers
Chief Adermann
Assistant Chief Rogers
Superintendent Mann
Treasurer Miles
Superintendent Brune

Tammy Nicol
Kaylee Jones
Crystal Nichols
Josh Nicol
Derek McConnell
Mark Jacoby
Casey Neal
HR Bentley

Chairman Bryant called the meeting to order at 6:15 pm.

Bid/Advertise Heavy Equipment Operator A – Street Department

Chairman Bryant explained this is due to an upcoming retirement.

Motion by Alderman Wilson and seconded by Alderman Dorchinecz to recommend to the City Council to bid/advertise the Heavy Equipment Operator A position in the Street Department. Motion carried 4-0.

Plant Operator 2 – Water Treatment Plant

Motion by Alderman Wilson and seconded by Alderman Dorchinecz to recommend to the City Council to bid/advertise the Plant Operator 2 at the Water Treatment Plant. Motion carried 4-0.

Any Other Matters

AFSCME President Derek McConnell informed the Committee that the AFSCME Union is seeking an acknowledgement that this is not the way for business to be conducted.

Tammy Nicol, Kaylee Jones, Crystal Nichols and City Clerk Julie Lilly individually addressed the Committee with a synopsis of events that occurred in the City Clerk's Office on September 27, 2023 between City Clerk Julie Lilly and Police Chief Dwayne Wheeler. They each explained how this incident has affected them both mentally and physically and expressed concern with the outcome of the incident.

Adjournment

Motion by Alderman Mitchelson and seconded by Alderman Wilson to adjourn. Motion carried 4-0. The meeting adjourned at 6:30 pm.



Megan Bryant, Personnel Committee Chairman

**City of Taylorville
Personnel Committee Meeting
November 2, 2023**

Members Present

Chairman Bryant
Alderman Dorchinecz
Alderman Wilson
Alderman Mitchelson

Also Present

Alderman Olive
Alderman Brown
Superintendent Tennant
Chief Wheeler
Chief Adermann
Superintendent Brune
Superintendent Mann
Treasurer Miles
Superintendent Ortman

Tammy Nicol
Josh Nicol
Crystal Nichols
Tim Brown
Derek McConnell
Tim McArdle
Casey Neal
HR Bentley
David Howell

Art Bohlen
Damon Moore
Corey Waller
Mick Rafferty
Will Moran

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

Heavy Equipment Operator – Water Treatment Plant

Superintendent Brune advised this position is a Heavy Equipment Operator A and it only needs to be bid.

Motion by Alderman Wilson and seconded by Alderman Dorchinecz to recommend to the City Council to bid the Heavy Equipment Operator A position at the Water Treatment Plant. Motion carried 3-0.

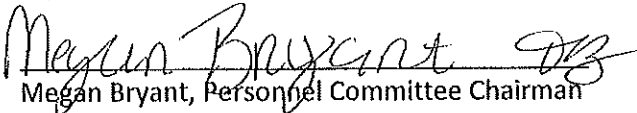
Discuss Department Titles with CDL Requirements

Chairman Bryant explained there has become an issue filling the Working Foreman position in the Cemetery. This is due to the requirement of a class A CDL license in a position that doesn't utilize equipment in this classification. There is also an upcoming position in a different department that has the class A CDL requirement and again, is not necessary. Tammy Nicol addressed the Committee and believes that experience on the job outweighs having a license or degree and the City should want the most knowledgeable person for the job.

Motion by Alderman Mitchelson and seconded by Alderman Dorchinecz to recommend to the City Council to direct the Finance Chairman and the Mayor to negotiate with AFSCME to change the CDL requirement to an as need basis per department. Motion carried 4-0.

Adjournment

Motion by Alderman Wilson and seconded by Alderman Mitchelson to adjourn. Motion carried 4-0. The meeting adjourned at 6:10 pm.


Megan Bryant, Personnel Committee Chairman

**City of Taylorville
Personnel Committee Meeting
December 4, 2023**

Members Present

Chairman Bryant
Alderman Dorchinecz
Alderman Wilson
Alderman Mitchelson

Also Present

Alderman Olive
Alderman Brown
Chief Wheeler
Chief Adermann
Treasurer Miles

Crystal Nichols
HR Bentley

Chairman Bryant called the meeting to order at 6:33 pm.

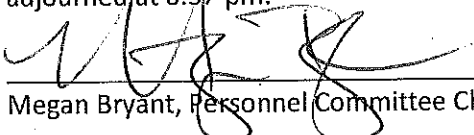
Lateral Hire – Police Department

Police Chief Wheeler informed the Committee that the Board of Fire and Police Commission have approved to advertise for a lateral hire for the Police Department.

Motion by Alderman Wilson and seconded by Alderman Dorchinecz to recommend to the City Council to advertise for a lateral hire for the Taylorville Police Department, with the cost to be paid out of the Fire & Police Commission Budget.

Adjournment

Motion by Alderman Dorchinecz and seconded by Alderman Mitchelson to adjourn. Motion carried 4-0. The meeting adjourned at 6:37 pm.



Megan Bryant, Personnel Committee Chairman