

**City of Taylorville
Personnel Committee Meeting
July 1, 2021**

Members Present

Chairman Kathy Driskell
Alderman Doug Brown
Alderman Jim Olive
Alderman Chris Skultety

Also Present

Mayor Bruce Barry	Alderman Larry Budd
HR Andrea Conrath	Crystal Nichols
Fire Chief Matt Adermann	Supt Mike Mann
Police Chief Dwayne Wheeler	Supt Mike Tennant
Deputy Chief Vincent Childers	Supt Geoffrey Ortman
Fire Capt. Cody Rogers	Firefighter Nick Zepin
Alderman Megan Bryant	HBO Andy Goodall
Alderman Jeremy Wilson	Valerie Miles
Alderman Steve Dorchinecz	
Police Lieut. Ben Toberman	

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

Resignation of Assistant Fire Chief

Fire Chief Matt Adermann explained that Cody Rogers recently resigned as Assistant Fire Chief to move back down to Fire Captain. He stated that Cody Rogers had submitted a resignation letter to the Mayor as well as the Human Resource manager listing his reasons for making this move. Cody Rogers explained his reasons for moving to Captain to the Personnel Committee.

Motion by Alderman Olive and seconded by Alderman Brown to recommend to the City Council to accept the resignation of Assistant Fire Chief Cody Rogers. Motion carried 4-0.

Residency Requirements for Non-Bargaining Personnel

Chairman Driskell mentioned that this topic was brought to the table due to the vacant Assistant Fire Chief position and the qualified candidate not living within City limits. Chairman Driskell asked if the residency requirements for Non-Bargaining Personnel can be changed just for this specific candidate who is the only qualified person up for the Assistant Fire Chief's vacant position at this time. Fire Chief Adermann explained that this candidate lives approximately .25 miles from the City limits. Fire Chief Adermann told the Personnel Committee that the Assistant Fire Chief testing is scheduled for August 14th, 2021. Chairman Driskell asked if this can be determined on a case by case basis for these types of scenarios as they come up. Alderman Skultety stated that employees currently have more freedoms in where they live than their Superintendents and even have the ability to make more money than their superiors. Alderman Skultety mentioned that we may have a similar scenario come up in the Water Department when Superintendent Speagle retires as the person who would be up for the promotion does not live in City limits, which would create the Committee to have to revisit this same situation again. Alderman Skultety stated he would be in favor of allowing a 6.5 mile radius from the courthouse for all Non-Bargaining personnel. Mayor Barry suggested doing this on an individual basis depending on the situation; that there is no sense in reinventing the wheel. Alderman Bryant spoke that this is more of a respect thing towards our current Superintendents in allowing them the freedoms that their employees currently have.

Motion by Alderman Skultety and seconded by Alderman Driskell to recommend to the City Council to amend City Code to allow Non-Bargaining Employees to live within 6.5 mile radius of the Courthouse. Motion carried 4-0.

Hiring of (1) Full-Time Police Dispatcher

Deputy Chief Childers mentioned the need for a fifth full-time dispatcher in the Department due to overtime that has been taking place due to the shortage. Lieutenant Ben Toberman mentioned that the county has been recruiting dispatchers recently and the county pays \$4 more per hour. Alderman Steve Dorchinecz suggested establishing a headcount for each Department so that we can fill jobs as they become vacant.

Motion by Alderman Olive and seconded by Alderman Skultety to recommend to the City Council to bid and/or advertise a Full-time Dispatcher in the Police Department. Motion carried 4-0.

Hiring of (2) Police Officers for Academy

Police Chief Dwayne Wheeler mentioned that the Police Department recently hired one new officer latterly to replace an officer that recently left the Department. Police Chief Wheeler mentioned that he has been given notice of at least one officer that is definitely retiring in January 2021 along with the possibility of 1-2 more retirements. Wheeler stated that it takes nine months to train a new officer and that he would like to be ahead of the retirements to avoid a burnout culture as well as the possibility of mandatory overtime. Wheeler mentioned that the current hiring list is becoming exhausted due to other local Police Departments hiring. Police Lieutenant Ben Toberman mentioned that the Academy is full for a year and a half but that he was able to reserve two spots for our Police Department. Toberman mentioned that the spots are reserved for September 12, 2021 with a graduation date of December 16th, 2021. Mayor Barry stated that we need to get the new officers hired quickly. Alderman Skultety asked how many officers we currently have in the Department and Deputy Chief Childers stated we have 22. Deputy Chief Childers mentioned that they would like to get minimum staffing of 25. The Department currently has four officers on each platoon.

Motion by Alderman Skultety and seconded by Alderman Brown to recommend to the City Council to hire two (2) Police Officers for Academy. Motion carried 4-0.

Non-Bargaining Staff Evaluations/Job Descriptions

Chairman Driskell mentioned needing to get back to doing annual evaluations for the Non-Bargaining employees and that she is for salary increases ranging from 1-3% depending on the evaluations. Human Resource Manager Andrea Conrath suggested making January 1st the effective date for the annual increases so that they are aligned with all other annual salary increases. Alderman Olive stated he reviewed the sample evaluation form that was given out by Chairman Driskell and that he feels it needs updated due to it being from 2007. Chairman Driskell asked for suggestions on the forms and how to complete evaluations. Chairman Driskell stated that she would like to see the Mayor, Personnel Committee Chairman and the Human Resource Manager be the individuals who are completing the annual evaluations. Chairman Driskell also stated that she would like each Superintendent complete written job descriptions for themselves. Alderman Doug Brown stated that he had recently viewed job descriptions for the Non-Bargaining personnel in the City Code. Alderman Skultety recommended mid-year and annual reviews that included a person completing a self-review as well as their annual evaluation at the same time. Alderman Skultety mentioned that these reviews would include setting goals, extra training and self-growth for an example. Chairman Driskell recommended that Alderman Skultety be in charge of creating a new evaluation form for the Non-Bargaining personnel. The

Committee unanimously agreed to do annual increases. Alderman Skultety mentioned that all of the City's Non-Bargaining personnel are vastly on the lower end of the spectrum for salary. Alderman Skultety suggested that evaluations be completed by the November of each year to have the information done in time for the increases to be entered on January 1st of each year. Alderman Skultety mentioned holding off discussion of increases until the evaluation forms get established and at that time the discussion of increases can be revisited. Alderman Steve Dorchinecz stated that the job descriptions need refined and that the input of all of the Superintendents should be considered.

Salary Increase/Job Duties of Airport Manager

Chairman Driskell stated that Mike Tennant took over the Cemetery Sexton position after the position became available and that Tennant did not want the Airport Manager role. Therefore, Health and Building Officer Goodall took over the Airport Manager duties last July and has been completing them during this time frame with no compensation. Chairman Driskell stated she was for getting rid of the job title Health and Building Officer to create a new job title that combines the Airport Manager and Health and Building Officer's job duties with a new job description. Alderman Bryant asked if this would be changed if/when the current management leaves. Chairman Driskell stated that no one is currently assigned to the Airport Manager. Alderman Skultety stated that he was originally agreeable to combining the two job titles but after realizing that the City had to pay the City Attorney to separate the Airport Manager job duties from the Cemetery Sexton role earlier last year that he no longer agrees with that. Alderman Skultety suggested that the Airport Manager have its own salary for whichever person takes over this role. Alderman Brown stated that the monetary compensation for the Airport Manager role will depend upon how many hours it takes to do this job. Alderman Olive spoke up that he is unsure of how many extra hours Goodall has been spending completing the Airport Manager duties over the last year. Valerie Miles mentioned that Goodall has not been trained due to no one knowing what the Airport Manager is supposed to be doing. It was asked if Bill Newberry was training when he was in the role and there was no known answer about that. Valerie Miles suggested contacting Bill Newberry to train the Airport Manager how to complete the tasks in this role. Alderman Skultety agreed with the lack of training in this role and suggested contacting Bill Newberry to see if he is willing to train the Airport Manager. Alderman Olive asked what state and federal mandates have to be met for this Airport Manager role. Alderman Steve Dorchinecz asked how many additional hours are being spent to complete the Airport Manager duties. Mayor Barry stated that he is unsure if this is a 40 hour a week position. Alderman Bryant stated that she feels Goodall neglects his duties as the Health and Building Officer due to completing the Airport Manager role. HBO Goodall stated that he works 7am to 4pm each day and that he goes to the Airport after he gets off at 4pm to handle Airport duties. Chairman Driskell mentioned going back to combining the Airport Manager and Health and Building Officer duties as one. Alderman Doug Brown asked if there is a task list for the Airport Manager and how it is difficult to complete tasks due to the uncertainty of what needs to be done. It was mentioned that some of the Airport Manager's salary comes from the Cemetery fund in the budget and the other portion of the salary comes from the Airport. Alderman Budd stated he has the numbers from the budget. Alderman Skultety stated he thinks the Airport Manager position should be a stand-alone position. Mayor Barry suggested \$5,000 per year for the Airport Manager role. Alderman Skultety recommended giving Goodall a 2% increase now and then once they evaluate the Airport Manager role, an increase can be given then to make up the difference. Mayor Barry recommended Goodall's salary being increased from 105% to 110% of a working foreman, which equals to a 5% increase. Chairman Driskell suggested a 2% increase to the Health and Building Officer's salary for the compensation of the Airport Manager duties. Chairman Driskell stated she is going to contact Bill Newberry for a list of job duties for the Airport Manager role. HBO Goodall suggested holding off on the increase until the evaluation of the Airport

Manager duties is completed. Alderman Bryant asked if retro pay is possible and Alderman Budd stated that it is not in the budget.

Salary Increase for Street and Sewer Superintendent

Chairman Driskell asked Street/Sewer Superintendent Mann to speak on his reasons for his request. Street/Sewer Superintendent Mann stated that all Non-Bargaining personnel need and deserve raises. Mann mentioned all of the hours he works outside of his normal scheduled work day and requested a raise. Chairman Driskell asked if Mann would be willing to wait until November 2021 for a raise and Mann said no. Human Resource Manager Conrath suggested completing evaluations and increases for all Non-Bargaining personnel now and to set precedence that moving forward all evaluations will be done in November with a January 1st effective date for increases. Chairman Driskell stated she would like all Non-Bargaining Personnel to hand in job descriptions.

Motion by Alderman Skultety and seconded by Alderman Olive to recommend to the City Council to raise the salary of the Street and Sewer Superintendent by 5%. Motion carried 4-0.

Hiring of (3) Personnel for Street Department

Street/Sewer Superintendent Mann stated that minimum staffing is 12 and the Department currently has four street employees and three sewer employees. Street/Sewer Superintendent Mann is requesting for 3 additional employees due to the possibility of two or three employees leaving within the next year.

Motion by Alderman Skultety and seconded by Alderman Olive to recommend to the City Council to bid and/or advertise three (3) Laborers in the Street Department. Motion carried 4-0.

Process of Employee Return of City Property

Chairman Driskell explained that the HR Manager had expressed some issues with the return of City property from a previous employee. Alderman Bryant suggested that all City property be returned to the HR Manager on the employee's last day of unemployment or the person's last pay check will be withheld until the property is returned. HR Manager Conrath asked if this policy would include Elected Officials and Chairman Driskell stated that it would include them.

Motion by Alderman Olive and seconded by Alderman Skultety to recommend to the City Council to amend the Employee Handbook Policy for Return of all City Property upon severance within set guidelines. Motion carried 4-0.

Any Other Matters

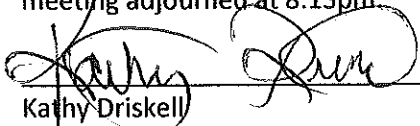
HR Manager Conrath explained that due to an employee bidding out the Cemetery that there is a Working Foreman position vacant and that the position would be going to the next council meeting agenda. Alderman Bryant addressed the Mayor regarding his request for the Alderman to pay for the parade candy themselves and that she took issue with the Mayor for his unilateral decision to alter a budgeted item.

Adjournment

Motion by Alderman Olive and seconded by Alderman Skultety to adjourn. Motion carried 4-0. The meeting adjourned at 8:13pm.

Adjournment

Motion by Alderman Olive and seconded by Alderman Skultety to adjourn. Motion carried 4-0. The meeting adjourned at 8:13pm



Kathy Driskell
Personnel Committee Chairman