

**City of Taylorville
Personnel Committee Meeting
August 5th, 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	Supt Mike Tennant
Fire Chief Matt Adermann	Supt Mike Mann
Police Chief Dwayne Wheeler	HBO Andy Goodall
Alderman Jeremy Wilson	Valerie Miles

Chairman Driskell called the meeting to order at 6:55 pm.

Hire Airport Manager

Chairman Driskell stated she had spoken with each member of the committee prior to regarding this agenda item. Chairman Driskell also spoke with the former Cemetery Sexton, Bill Newberry and that Bill Newberry provided a job description for the Airport Manager. Chairman Driskell stated she would like to accept the job duties as written from Bill Newberry. Chairman Driskell stated she would like to make an offer to current Health and Building Officer Andy Goodall. Alderman Chris Skultety suggested offering HBO Goodall a percentage for taking on the additional role as the Airport Manager. This offer would be specifically for HBO Goodall and if he did not accept the offer, the committee would go back to come up with new solutions to filling this position. Alderman Skultety is in favor of a 6-7% increase for all the job duties listed in the job description provided by Bill Newberry and that Skultety would even be in favor of an 8% increase, which would make HBO Goodall's salary \$56,326.23. Alderman Doug Brown agreed he would also be in favor of the 8% increase. HBO Goodall stated that he would not be accepting that offer and that he thinks \$6,000.00 additional per year would be suitable, which comes out to be approximately an extra \$500.00/month. Alderman Skultety stated he does not believe that is feasible to put HBO Goodall's salary that close to the Street/Sewer Superintendent's salary. Alderman Doug Brown agreed with Alderman Skultety. Chairman Driskell asked HBO Goodall if he would accept less than \$6,000.00. HBO Goodall stated he would accept a 10% increase, which is approximately \$5200.00. Alderman Driskell stated she is offering \$5,000.00. Mayor Barry stated that he agrees with HBO Goodall in that HBO Goodall is deserving of a 10% increase for doing the Airport Manager duties.

Motion by Chairman Driskell and seconded by Alderman Brown to recommend to the City Council to offer job duties of the Airport Manager position to Health and Building Officer Andy Goodall with a salary increase of 10% over HBO Goodall's current salary, for a total of \$57,369.31. Motion carried 4-0.

Hire Bill Newberry to Train Airport Manager

Chairman Driskell stated that she has talked to former Cemetery Sexton, Bill Newberry and he is willing to train the Airport Manager at the same rate the City paid Terri France to train the City Treasurer, which is \$35 per hour not to exceed 600 hours due to IMRF retirement hourly standards. HBO Goodall stated he expects to need approximately two to three weeks of training with Bill Newberry.

Motion by Chairman Driskell and seconded by Alderman Skultety to recommend to the City Council to hire Bill Newberry to train the Airport Manager at the rate of \$35.00 per hour not to exceed 600 hours per the IMRF hourly standard. Motion carried 4-0.

Establish Start Date for Annual Evaluations for Non-Bargaining Personnel

Chairman Driskell discussed a set date for evaluations to be completed and she stated she has been told it would be best to complete these around November each year for payroll purposes. Alderman Doug Brown stated he would prefer that the evaluations be set on the anniversary date of each Non-Bargaining employee. Alderman Jim Olive stated that they need to take into consideration the budget as well as contract negotiations. Alderman Larry Budd encouraged to the committee to complete evaluations towards the end of each calendar year, such as October or the first of November for contract negotiation purposes. Alderman Jim Olive agreed with Alderman Budd. The City Treasurer stated it would be better to complete the evaluations in October or November to help the Superintendents with their budgets. Chairman Driskell requested that the Human Resource Manager and Personnel Committee Chairman be present during the evaluations along with the Mayor. Chairman Driskell also introduced a new evaluation form created by Alderman Skultety. Mayor Barry believes that the Chairman of the coordinating Committee should be doing evaluations on their coordinating Department heads as they will know more about the operations of that Department. Alderman Jim Olive suggested that the Chairman of the coordinating Committee complete a paper evaluation and submit it to the Human Resource Manager prior to the in-person evaluation being completed to ensure that there would be no violation of the Open Meetings Act.

Motion by Chairman Driskell and seconded by Alderman Skultety to recommend to the City Council to assign annual evaluations of Non-Bargaining Unit personnel completed by the Human Resource Manager, Personnel Committee Chairman and the Mayor in the month of October each calendar year and to forward to the Ordinance Committee for review. Motion carried 4-0.

Background Check Procedure

Chairman Driskell mentioned due to the recent embezzlement from the City last year at the lake that the City should complete background checks for all new employees who have access to private, confidential financial information as well as for any employee who is handling money. Alderman Jim Olive asked the Human Resource Manager what the City is currently doing for this. The Human Resource Manager explained that background checks are completed for all new hires. It was asked if it is allowed to do background checks on current employees and Police Chief Wheeler stated without a reasonable suspicion to do so, the Unions would surely have an issue with it.

Any Other Matters

HR Manager Conrath mentioned that she had been contacted by a couple of employees in regards to the supplemental, voluntary insurances offered by the Ware Group and that she explained to the employees that the only time changes can be made to the policies is if there is a qualifying event or during the open enrollment period. The Committee agreed that changes should only be able to done if a qualifying event takes place or during open enrollment. The City Treasurer spoke about how she and the Human Resource Manager are checking new hires to see if they have any outstanding balance(s) with the City. Per City Code, a City employee cannot be in debt to the City. Valerie Miles thanked the committee for approving Bill Newberry to train the Airport Manager and invited everyone to come out to the Airport to check it out.

Adjournment

Motion by Alderman Olive and seconded by Alderman Brown to adjourn. Motion carried 4-0. The meeting adjourned at 7:53pm.

Kathy Driskell, Personnel Committee Chairman