

PERSONNEL COMMITTEE

January 5, 2012

MEMBERS PRESENT

Rob Heberling-Chairman
Shawn Burtle
Bruce Jones
Ray Koonce
Mayor Brotherton

ALSO PRESENT

Earl Walters
Shirley Sams

Chairman Heberling called the meeting to order at 7:36 P.M.

STEP 2 POLICE DEPARTMENT GRIEVANCE

Chairman Heberling advised the Committee he received a phone call asking if the grievances can be postponed as the employees filing the grievances were both home due to illness. This issue will be addressed at the February Personnel Committee Meeting.

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

Meeting adjourned at 7:38 P.M.

Rob Heberling, Chairman
Personnel Committee

Personnel Committee
February 2, 2012

Members Present:
Rob Heberling-Chairman
Bruce Jones
Shawn Burtle
Ray Koonce

Also Present:
Greg Brotherton
Terry Smith
Earl Walters
Brian Hile
Dave Speagle

Chairman Heberling called the meeting to order at 7:03 p.m.

POSTING AND/OR ADVERTISING OF OPEN POSITIONS:

Motion by Alderman Jones and seconded by Alderman Burtle to recommend to City Council to post and/or advertise for the position of Dispatcher in the Police Department. Motion passed with all members approving. 4-0

Motion by Alderman Burtle, and seconded by Alderman Koonce to recommend to City Council to advertise for the position of Heavy Equipment Operator in the Sewer Department. Motion passed with all members approving. 4-0

Motion by Alderman Burtle and seconded by Alderman Jones to recommend to City Council to post and/or advertise the position of Crew Leader for the Water Department, and to post and/or advertise the position that could become available if the Crew Leader position is filled internally. Motion passed with all members approving 4-0

Motion by Alderman Jones, and seconded by Alderman Koonce to recommend to City Council to post and/or advertise the position of Equipment Operator I in the Water Department. Motion passed with all members approving. 4-0

POLICE DEPARTMENT GRIEVANCE P2011#2

Officers Nelson, Molohon, and Hennings were present and discussion was held concerning the monthly work schedule and choosing time off by seniority.

Motion was made by Committee Chairman Heberling and seconded by Alderman Jones to end the open meeting and to go into closed session pursuant to 5 ILCS 120/2 (c) (1) and (2) to discuss the Step 2 Grievance filed by Police Officer Doug Nelson and Police Officer Darla Hennings and to include during all of any part of such closed session Mayor Brotherton, all Aldermen in attendance, Deputy Police Chief Hile and Human Resource Manager Smith. Roll call was taken with Aldermen Jones, Burtle, Koonce and Heberling voting yea.

The Personnel Committee went into closed session at 7:46 PM.

The Personnel Committee returned to open session at 8:37 PM. Roll Call was taken with Aldermen Heberling, Jones, Burtle and Koonce present.

Motion by Alderman Koonce and seconded by Alderman Jones to deny Grievance P2011#2 filed by Police Officer Doug Nelson and Police Officer Darla Hennings. Roll Call was taken with Alderman Heberling, Koonce, Jones and Burtle voting yea.

Motion by Alderman Koonce and seconded by Alderman Burtle to adjourn. Motion passed with all members approving. 4-0

Meeting adjourned at 8:40 PM

Robert Heberling
Chairman Personnel Committee

Personnel Committee
March 1, 2012

Members Present:

Rob Heberling-Chairman
Bruce Jones
Shawn Burtle
Ray Koonce

Also Present:

Greg Brotherton
Terry Smith
Earl Walters
Brian Hile
Bill Newberry

Chairman Heberling called the meeting to order at 6:20 p.m.

POSTING AND/OR ADVERTISING OF OPEN POSITIONS:

Motion by Alderman Jones and seconded by Alderman Burtle to recommend to City Council to approve the list of items to be purchased with the 2012 Safety Grant funds. Motion passed with all members approving. 4-0

Motion by Alderman Burtle and seconded by Alderman Jones to recommend to City Council to approve as presented the requests from the different departments for summer help and advertise for the positions. Motion passed with all members approving 4-0

Motion by Alderman Burtle, and seconded by Alderman Jones recommend to the City Council to have the Mayor write a letter to the Police and Fire Commission to update the applicant list and to begin the hiring process to fill the open position created in the Police Department with the retirement of one of the officers. Motion passed with members approving. 3-1

Motion by Alderman Jones and seconded by Alderman Koonce to adjourn. Motion passed with all members approving. 4-0

Meeting adjourned at 8:41 PM

Robert Heberling
Chairman Personnel Committee

Personnel Committee
April 5, 2012

Members Present:
Rob Heberling-Chairman
Bruce Jones
Shawn Burtle
Ray Koonce

Also Present:
Mayor Greg Brotherton
Terry Smith
Earl Walters
Martin Vota
Jeff Hackney
Dave Speagle
Brian Hile
Marlin Brune

Chairman Heberling called the meeting to order at 6:00 p.m. with all members present.

WATER DEPARTMENT – PLANT OPERATOR I POSITION

Motion by Alderman Jones and seconded by Alderman Koonce to recommend to the City Council to bid and/or advertise a position for the Water Department-Plant Operator I. Motion carried 4-0.

SEWER DEPARTMENT – HEAVY EQUIPMENT OPERATOR POSITION

Motion by Alderman Burtle and seconded by Alderman Koonce to recommend to the City Council to bid and/or advertise a position for the Sewer Department-Heavy Equipment Operator. Motion carried 4-0.

ANY OTHER MATTERS

There were no other matters that were brought to the table for discussion.

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

Meeting adjourned at 6:05 p.m.

Rob Heberling
Chairman Personnel Committee

Personnel Committee
June 7, 2012

Members Present:

Rob Heberling-Chairman
Bruce Jones
Shawn Burtle
Ray Koonce

Also Present:

Greg Brotherton
Terry Smith
Earl Walters
Martin Vota
John Lawrence
Laura Wolfe

Chairman Heberling called the meeting to order at 6:00 p.m. All committee members present.

Cemetery/ Airport Manager Salary Breakdown

It was agreed by Alderman Jones (Chairman of the Ordinance Committee), that because of budget preparation and timing issues, that if a recommendation were to come out of the Personnel Committee, the recommendation would be acted on by the City Council at its June 18, 2012 meeting, and not pass thru the Ordinance Committee.

A considerable amount of discussion concerning what the percentage split of the salary breakdown should be followed. There was general acceptance that some type of percentage split of the Cemetery Sexton salary was needed. Lately, Cemetery Sexton/Airport Supt. Newberry had told Chairman Heberling that he thought the split should be 65% Cemetery, 35% Airport.

Motion by Alderman Jones, and seconded by Alderman Koonce to recommend to the City Council that City Code Chapter 13, Section 8-3-2-C be deleted in its entirety and replaced with "Salary: The salary, benefits and associated costs of the Cemetery Sexton/Airport Superintendent shall be divided between the Cemetery and the Airport. The division will be Cemetery 65% and the Airport 35%. Motion passed 3-1 with Alderman Burtle voting no.

Part Time Summer Help Rates

Motion by Alderman Koonce, and seconded by Alderman Burtle to recommend to the City Council to reinstate the policy of increasing the rate of pay for returning summer help by fifty cents per hour, making the hourly rate \$8.75 for those individuals. First year summer help will remain at \$8.25 for individuals eighteen or over, and \$7.75 if they are under the age of 18. Motion passed 4-0.

Motion by Alderman Koonce, and seconded by Alderman Jones to adjourn the meeting. Motion passed with all members approving 4-0.

Meeting adjourned at 6:50 pm.

Rob Heberling
Chairman Personnel Committee

Personnel Committee

July 5, 2012

Members Present

Chairman Heberling
Alderman Jones
Alderman Burtle
Alderman Koonce

Also Present

Mayor Brotherton
Terry Smith
Alderman Walters
Alderman Vota
Jeff Hackney
Marlin Brune
AFSCME Union Members

Chairman Heberling called the meeting to order at 6:26 P.M.

Inserting the Arbitrator's Ruling into the Taylorville PBPA Contract

Motion by Alderman Burtle and seconded by Alderman Koonce to recommend to the City Council to enter the Arbitrator's Ruling into the Police Contract. (The ruling involves changes in Residency, Firearms Qualification Stipend, Health Insurance Premiums, duration of contract, wages, and a limitation of 5 issues presented for bargaining for the 2012 Police Contract.). Motion carried 4-0.

Mayor Brotherton stated that Memorandums of Understanding would be sent out to the other two Unions allowing them to follow the residency change in the Arbitrator's Ruling.

Human Resource Manager Position

The Human Resource Manager Position was discussed. Mayor Brotherton will be utilizing his secretary in the position for the next 30 to 60 days. The position will be evaluated in 30 days.

Safety Incentive Program

Discussion on a Safety Incentive Program was rescheduled to be discussed at the next Personnel Committee Meeting.

Closed Session-Contract Negotiations

Closed Session Discussion on Contract Negotiations with the Police Union was not needed. Committee Chairman Rob Heberling requested that everyone begin thinking about things that may need to be discussed in the upcoming negotiations and bring them back to Committee for consideration.

Any Other Matters

AFSCME Union President Marlin Brune requested that the bid position for the Sewer Department that was pulled, be put on the agenda for the next Personnel Committee so that a more thorough discussion could be held on the matter.

Motion by Alderman Jones and seconded by Alderman Burtle to adjourn. Motion passed with all members approving. 4-0

Meeting adjourned at 7:11 P.M.

Rob Heberling
Personnel Committee Chairman

Personnel Committee
August 2, 2012

Members Present

Chairman Heberling
Alderman Jones
Alderman Burtle
Alderman Koonce

Also Present

Mayor Brotherton
Alderman Lawrence
Alderman Walters
Derek Parris
Pam Peabody

Chairman Heberling called the meeting to order at 7:39 P.M.

Human Resource Manager Position

Mayor Brotherton recommended that Cindy Brown be temporarily appointed to the position of Human Resource Manager for a period of 90 days at a salary of \$37,500.00. She has been taking care of the office for the past three weeks but that is not enough time for anyone to learn everything needed to handle the position. He recommends that the Mayor's Administrative Assistant position be left vacant for this period of time but would need to be filled at some point in the future.

Motion by Alderman Koonce and seconded by Alderman Burtle to recommend to the City Council to temporarily appoint Cindy Brown to the position of Human Resource Manager for a period of 90 days at a salary of \$37,500.00 effective August 6, 2012. Motion carried 4-0.

Any Other Matters

Chairman Heberling asked the Aldermen to present any issues they wished to have considered to be negotiating points in the upcoming contract negotiations with the police.

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

Meeting adjourned at 8:12 P.M.

Rob Heberling
Personnel Committee Chairman

Personnel Committee
September 6, 2012

Members Present

Chairman Heberling
Alderman Burtle
Alderman Koonce

Members Absent

Alderman Jones

Also Present

Mayor Brotherton
Alderman Dorchinecz
Alderman Lawrence
Superintendent Dick Wiseman
Police Chief Dave Herpstreith
Laura Wolfe
Cindy Brown

Chairman Heberling called the meeting to order at 6:23 p.m.

Educational Reimbursement Approval

An Educational Tuition receipt was presented to the Committee on behalf of Assistant Fire Chief Mike Crews by HR Cindy Brown. The Non-Bargaining Ordinance states subsequent to receiving approval from the Personnel Committee, educational class reimbursement shall be 100% of tuition provided the individual has successfully passed the course. Mike Crews completed a course in Business Management related to Emergency Services. The total expense of the tuition is \$268.50. Alderman Burtle suggested that we ask Mike Crews for a copy of his passing score.

Motion by Alderman Burtle and seconded by Alderman Koonce to recommend to the City Council that Mike Crews be reimbursed the Educational Tuition Expense in the amount of \$268.50. Motion carried 3-0.

Safety Incentive Program

Chairman Heberling presented a letter from Chairman of the Safety Committee, Superintendent Dave Speagle, about reinstating the Safety Incentive Program. In the past the City would spend approximately \$3,300.00 per year for small safety awards that were presented at the Annual Awards Dinner. Superintendent Speagle proposed that once a month all full time employees (except elected and supervisory) that do not have a lost time accident will have their name placed in a drawing where one name be chosen to receive a \$100.00 award. This will continue on a monthly basis to remind our employees to be safe. In addition, those employees who have not had a lost time accident will be placed in a drawing at the Dinner to have a chance at a series of drawings to include \$250.00, \$250.00, and \$500.00.

Motion by Alderman Koonce and seconded by Alderman Burtle to recommend to the City Council to reinstate the Safety Incentive Program as presented. Motion carried 3-0.

Bid and/or Advertise Position for the Water Department- Heavy Equipment Operator

Chairman Heberling presented a letter of request from Superintendent Dave Speagle to bid and/or advertise for the position of Heavy Equipment Operator for the Water Department. Those associated with applying for the position will have to pass a written and skills test.

Motion by Alderman Koonce and seconded by Alderman Burtle to recommend to the City Council to bid and/or advertise for the Heavy Equipment Operator position for the Water Department as presented. Motion carried 3-0.

CLOSED SESSION

Motion by Alderman Koonce and seconded by Alderman Burtle to go into closed session pursuant to 5 ILCS 120/2 (c)(1) to discuss personnel issues and to include during all or any part of such closed session Mayor Brotherton, All Aldermen who were present at the beginning of the meeting were in attendance, Superintendent Dick Wiseman, Police Chief Dave Herpstreith and Human Resource Manager Cindy Brown.

Roll call - Aldermen Burtle, Koonce and Heberling voting YEA. Chairman Heberling announced the motion carried.

The Personnel Committee went into closed session at 6:43 PM.

The Personnel Committee returned to open session at 8:10 PM. Roll call was taken with Aldermen Heberling, Koonce and Burtle present.

RECYCLING ATTENDANT

Motion by Alderman Burtle and seconded by Alderman Koonce to recommend to the City Council to give permission to Superintendent Dick Wiseman to advertise for the position of Recycling Attendant for the Street Department. Roll call - Alderman Heberling, Burtle and Koonce voting YEA. Chairman Heberling announced the motion carried.

ANY OTHER MATTERS

A consensus was made concerning the option to utilize Attorney Michael Lowenbaum for future Police Negotiations regarding Labor Legal Issues.

Motion by Alderman Burtle and seconded by Alderman Koonce to adjourn. Motion carried 3-0.

Meeting adjourned at 8:17 PM.

Rob Heberling
Personnel Committee Chairman

Personnel Committee
October 4, 2012

Members Present

Chairman Heberling
Alderman Burtle
Alderman Koonce
Alderman Jones

Also Present

Mayor Brotherton
Cindy Brown
Dave Speagle
Alderman Lawrence
Marlin Brune
Cindy Dey
AFSCME Union Representative Frank Prochaska

Chairman Heberling called the meeting to order at 6:00 p.m.

2 AFSCME Grievance Step 3

Chairman Heberling announced that the committee will discuss AFSCME Grievance 2012-3-CDL License requirement for Heavy Equipment Operator.

Chairman Heberling announced that the committee will discuss AFSCME Grievance 2012-4-Temporary Assigned positions in Street/Sewer Department and Water Department.

Fire Union Contract Proposal

Chairman Heberling announced that the committee will discuss the Firefighters Union Local # 3144 Contract Proposal.

CLOSED SESSION

Motion by Alderman Koonce and seconded by Alderman Jones to go into closed session pursuant to 5 ILCS 120/2 (c) (2) to discuss two (2) Step III AFSCME Grievance and pursuant to 5 ILCS 120/2 (c)(2) to discuss Collective Negotiating matters pertaining to Firefighters Union Local # 3144 and to include during all or any part of such Closed Session Mayor Brotherton, All Aldermen in attendance and Human Resource Manager Cindy Brown. Roll call - Aldermen Koonce, Burtle, Jones and Heberling voting YEA. Chairman Heberling announced the motion carried.

The Personnel Committee went into closed session at 6:37 PM.

The Personnel Committee returned to open session at 7:33 PM. Roll call was taken with Aldermen Heberling, Burtle, Koonce and Jones present.

AFSCME Grievance number 2012-3

The Personnel Committee will formulate a response within two (2) days to the Union regarding a CDL license job requirement.

AFSCME Grievance number 2012-4

Motion by Alderman Jones and seconded by Alderman Burtle to uphold the grievance by recommending that Superintendent Speagle bid one (1) Heavy Equipment Operator position in the Water Department and

Superintendent Wiseman to bid one (1) Working Foreman position in the Street/Sewer Department as requested by the AFSCME Union. Motion carried 4-0.

Fire Union Contract Proposal

Motion by Alderman Burtle and seconded by Alderman Jones to recommend to the City Council the proposal considered for the Fire Union Contract. Roll call - Alderman Heberling, Jones, Koonce and Burtle voting YEA. Chairman Heberling announced the motion carried.

ANY OTHER MATTERS

Superintendent Dick Wiseman would like to consider bidding two (2) additional positions for the Street Department. Chairman Heberling will discuss this at the next Personnel Committee meeting in November.

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

Meeting adjourned at 7:36 PM.

Rob Heberling
Personnel Committee Chairman

PERSONNEL COMMITTEE

November 1, 2012

MEMBERS PRESENT

Chairman Heberling
Alderman Burtle
Alderman Koonce
Alderman Jones

ALSO PRESENT

Mayor Brotherton
Alderman Walters
Superintendent Alan Jackson
Superintendent Dick Wiseman
Cindy Brown

Chairman Heberling called the meeting to order at 6:49 p.m.

Human Resource Manager Position Update

As of August 6, 2012, Cindy Brown has been fulfilling the duties of Human Resource Manager. She is very detailed and competent and grasping the tasks at a rapid rate. According to Superintendents as well as others in authority, they agree that she would fill the position well.

Alderman Jones and Alderman Walters would like to see that Cindy has an opportunity to attend those seminars that would benefit her skills in the area of Human Resource. Mayor Brotherton assured them that she will be attending those seminars that will benefit her best. With no salary increase until the next Non-Bargaining agreement, Mayor Brotherton would like to appoint Cindy Brown to the Human Resource Manager position.

Motion by Alderman Jones and seconded by Alderman Koonce to recommend to the City Council the appointment of Cindy Brown to the Human Resource position full time. Motion Carried 4-0.

Bid and/or Advertise Heavy Equipment Operator/Lake Department

Superintendent Alan Jackson presented his need for a new Heavy Equipment Operator for the Lake Department. According to Superintendent Jackson, an employee in his department will be retiring from that position by November 26, 2012. The candidate selected will be required to pass a test and secure a Class A-CDL, which is a minimum requirement.

Motion by Alderman Koonce and seconded by Alderman Jones to recommend to the City Council to Bid and/or Advertise for the Heavy Equipment Operator position at the Lake Department.
Motion carried 4-0.

Discuss Bidding Two Additional Positions at Street Department

Superintendent Dick Wiseman presented his need for two additional positions to be filled in the Street Department. Already shorthanded, he suggested that an Equipment Operator II and an Equipment Operator I would fulfill those needs at this time. Superintendent Wiseman would like to Bid the Equipment Operator II position and Bid and/or Advertise the Equipment Operator I position.

Motion by Alderman Burtle and seconded by Alderman Jones to recommend to the City Council to Bid for an Equipment Operator II and to Bid and/or Advertise for an Equipment Operator I for the Street Department. Motion carried 4-0.

Any Other Matters

Superintendent Wiseman presented a request to the Human Resource Department to attend an upcoming Seminar in Springfield, IL on Friday, December 7, 2012. The seminar will teach those skills to better help Superintendent Wiseman in his managerial position. The cost of the seminar is \$ 149.00. Alderman Walters interjected that he would approve the cost of the seminar for Superintendent Wiseman.

Discussion was held regarding the concerns of hiring a new Police Officer at this time, while Police Negotiations are still ongoing.

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

The meeting adjourned at 8:12 p.m.

Rob Heberling, Chairman
Personnel Committee

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.

Rob Heberling, Chairman
Personnel Committee