

Personnel Committee
January 3, 2013

Members Present

Chairman Heberling
Alderman Burtle
Alderman Koonce
Alderman Jones

Also Present

Mayor Brotherton
Cindy Brown

Chairman Heberling called the meeting to order at 6:30 p.m.

Review Status of Working Foreman Position for Street Department

Chairman Heberling discussed the need to create a job description for the Working Foreman position, which could be changed to a Non-Bargaining position. The Committee agreed to proceed within the next 30-60 days to develop a description to present to the AFSCME Union.

Laborer Position

Chairman Heberling discussed how important it is to have someone here at all times to do the necessary job duties to maintain the Municipal Building. Due to a vague job description, it would benefit the person who is hired to know exactly what is required of them to do. A consensus was made by the Committee to table this until the next Personnel Committee meeting in February in order to update the job description.

Any Other Matters

Human Resource Manager Cindy Brown requested that tuition reimbursement for an employee be put on the next Personnel Committee Agenda for February. Cindy will gather the information needed for the next meeting.

Adjournment

Motion by Alderman Jones and seconded by Alderman Burtle to adjourn at 7:18 p.m.

Rob Heberling
Personnel Committee Chairman

Personnel Committee
February 7, 2013

Members Present

Chairman Heberling
Alderman Burtle
Alderman Koonce
Alderman Jones

Also Present

Mayor Brotherton
Cindy Brown
Alderman Walters
Superintendent Speagle
Andy Lasswell
Larry Budd

Chairman Heberling called the meeting to order at 6:19 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. Mike Crews completed a course in Composition I, which is a prerequisite to fulfilling the Emergency Medical degree related to Emergency Services. The total expense for the tuition is \$268.50.

HR Brown will inform Mike Crews, pursuant to the Non-Bargaining Policy, to obtain approval in advance of the course study, and then reimbursement is permitted through the voucher system. The individual courses do not have to come to the Committee for approval.

Motion by Alderman Koonce and seconded by Alderman Jones to recommend to the City Council a tuition reimbursement in the amount of \$268.50. Motion carried 4-0.

Summer Help Requests

The following is a list of requests from various departments for Summer/Seasonal employees for the 2013 summer season.

HBO	1 high school/college student employee
Water	3 Unique/college students
Street/Sewer	4 college students 2 Man Power during brush pick-up from March 18th- April 26 th
Cemetery	5 total/Unique and/or college students
Lake	1 college student or high school student 2 Unique

Motion to approve by Alderman Koonce and seconded by Alderman Jones to recommend to the City Council the summer help requests as presented for each department and to advertise the positions. Motion carried 4-0.

Heavy Equipment Operator Applications

Superintendent Dave Speagle presented the Heavy Equipment Operator Applications to the Committee for review. The Committee granted permission to Superintendent Speagle, to test the applicants and make a decision. All members were in favor of moving forward with the testing and hiring of the Heavy Equipment Operator position in the Water Department.

Laborer Position for Municipal Building

Chairman Rob Heberling asked Human Resource Manager Brown for an update regarding the Laborer position bid for the Municipal Building. The bid process did take place and as a result, one bid from Debbie Radzimanowsky was presented. The Committee suggested that the Mayor and HR Cindy Brown discuss the expected duties required for that position with Debbie in order to allow her to begin the duties full time.

Any Other Matters

A request to attend the upcoming IPELRA 2013 Employment Law Seminar was presented by HR Cindy Brown. Mayor Brotherton recommended that Cindy attend this year as it would be a valuable learning tool for her job duties. The cost to attend with hotel expenses is \$280.00. All members are in favor of Human Resource Manager attending the seminar.

Adjournment

Motion by Alderman Koonce and seconded by Alderman Burtle to adjourn. Motion carried 4-0. The meeting adjourned at 6:49 p.m.

Rob Heberling
Personnel Committee Chairman

Personnel Committee

March 7, 2013

Members Present

Chairman Heberling
Alderman Burtle
Alderman Koonce
Alderman Jones

Also Present

Mayor Brotherton
Alderman Walters
Chief Herpstreith
Chief Hackney
Larry Budd

Mike Crews
Matt Peters
Andy Goodall
Kyle Renfrow
Jon Wamsley
Shirley Sams

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

Police Staffing

Police Chief Herpstreith informed the Committee he has an upcoming retirement in his Department effective September 17, 2013; unless the Officer accepts another position before this date as he is in the process of gaining other employment. He will submit his official letter of resignation on Monday, March 11th.

Police Chief Herpstreith recommended that the Committee direct the Mayor to send a letter to the Police and Fire Commission to begin the process of hiring a new Police Officer upon receipt of the official notice rather than waiting for the retirement date due to the shortage of manpower in the Department. He stated with the time restraints of background checks, 12 weeks of training, and the probation period to get the Officer on his own, he wants to also get permission to call the Academy to reserve a place for the June Training Session. The Committee agreed this was a good suggestion and was in favor of proceeding.

Motion by Alderman Koonce and seconded by Alderman Burtle to recommend to the City Council that upon receipt of the official notice of the retirement of a current Police Officer to 1) direct the Mayor to send a letter to the Police and Fire Commission to begin the process of hiring a new Police Officer and 2) allow Police Chief Herpstreith to reserve a place for the Police Academy for the June session. Motion carried 4-0.

Adjournment

Motion by Alderman Burtle and seconded by Alderman Jones to adjourn. Meeting adjourned at 6:09 P.M.

Rob Heberling
Personnel Committee Chairman

Personnel Committee
April 4, 2013

Members Present

Chairman Heberling
Alderman Burtle
Alderman Koonce
Alderman Jones

Also Present

Mayor Brotherton
Cindy Brown
Superintendent Speagle
Alderman Lawrence
Alderman Walters
Shirley Sams
Sheryl Smith

Chairman Heberling called the meeting to order at 7:05 p.m.

Office Level III-Water Department

Superintendent Speagle presented his report that Sheryl Smith has the experience and knowledge to be promoted to a Office Level III position. Sheryl has worked as a Secretary Level II for over a year, due to additional job duties to include, but not limited to, restoring the activity in the AutoCAD program, creating and upgrading the service cards and main valve drawing, Superintendent Speagle is confident in Sheryl's abilities and would like to upgrade by contract, her position.

Chairman Heberling recommended that the Mayor present a waiver to the AFSCME Union allowing Sheryl Smith to be promoted to the Secretary Level III position without a Bid. If the position became open and was posted, it would be posted as a Secretary Level I. A waiver will be presented to the Union to sign.

Motion by Alderman Jones and seconded by Alderman Koonce to recommend to the City Council to approve the promotion of Sheryl Smith to a Secretary Level III position in the Water Department. Motion carried 4-0.

Bid and/or Advertise Equipment Operator I Position-Water Department

Superintendent Speagle presented his request to Bid and/or Advertise the Equipment Operator I position now available in the Water Department. Will Moran has been awarded the position of Water Service Technician and his vacant position is working on the distribution crew. Due to many projects in the future, Superintendent Speagle needs to have a full staff.

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

Any Other Matters

Alderman Lawrence distributed a pamphlet of information explaining how to budget for controlled health care costs for the future.

Adjournment

Motion by Alderman Jones and seconded by Alderman Burtle to adjourn. Motion carried 4-0.
The meeting adjourned at 7:14 p.m.

Rob Heberling
Personnel Committee Chairman

Personnel Committee

June 6, 2013

Members Present

Chairman Heberling
Alderman Burtle
Alderman Koonce
Alderman Jones

Also Present

Mayor Brotherton
Cindy Brown
Superintendent Wiseman
Treasurer Jacque Nation
Alderman Walters
Acting Fire Chief Mike Crews
Matthew Adermann
Kyle Rentfrow
Andrew Goodall
Cindy Dey
Marilyn Garmon
AFSCME Rep. Frank Prochaska
Andy Lasswell

Chairman Heberling called the meeting to order at 6:56 p.m.

Bid and/or Advertise Office Level I Position Treasurer's Office

Motion by Alderman Koonce and seconded by Alderman Burtle to recommend to the City Council to allow Treasurer Jacque Nation to Bid and/or Advertise the Office Level I position at the Treasurer's Department. Motion carried 4-0.

Discussion Regarding Fire Chief Position

Mayor Brotherton discussed extending the opportunity to those outside the area to apply for the Fire Chief position currently available. Chairman Heberling is willing to set a schedule so the process does not continue to take a long time to complete. The Aldermen support the Mayor's decision; however, they believe the City of Taylorville has highly qualified interested applicants already working for the City. Those present have discussed the situation with the Mayor and have agreed to move forward with his recommendation to begin to receive resumes from qualified applicants.

Staffing Needs at Street Department

Motion by Alderman Jones and seconded by Alderman Burtle to recommend to the City Council to allow Superintendent Wiseman to Bid and/or Advertise one Heavy Equipment Operator at this time and to review the Street Department staffing needs in December. Motion carried 4-0.

Closed Session

Motion by Alderman Koonce and seconded by Alderman Burtle to go into closed session pursuant to 5 ILCS 120/2 (c) (1) and (2) to discuss Step 3 Grievance filed by AFSCME Local 3349 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 Burtle, Koonce, Jones and Heberling voted YEA. Chairman Heberling announced the motion carried.

The Personnel Committee went into closed session at 8:26 PM.

The Personnel Committee returned to open session at 8:41 PM. Roll call was taken with Aldermen Heberling, Burtle, Koonce and Jones present.

Motion by Alderman Burtle and seconded by Alderman Jones to deny AFSCME Grievance 2013-1. Motion carried 4-0.

Any Other Matters

Mayor Brotherton discussed a phone call he received regarding a concerned citizen who believed the summer help in the Street Department should not be near traffic when working on roads. Proper usage of cones and equipment were placed around summer help to protect them from danger.

Adjournment

Motion by Alderman Burtle and seconded by Alderman Jones to adjourn. Motion carried 4-0. The meeting adjourned at 8:50 p.m.

Rob Heberling
Personnel Committee Chairman

Personnel Committee
July 2, 2013

Members Present

Chairman Heberling
Alderman Burtle
Alderman Koonce
Alderman Jones

Also Present

Mayor Brotherton
Cindy Brown
Chief Herpstreith
Alderman Budd
Alderman Walters

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

Action and Discussion Regarding Investigator Promotion

Chief Herpstreith discussed the importance of adding an additional investigator to the Police Department.

Motion by Alderman Koonce and seconded by Alderman Burtle to recommend to the City Council to accept Chief Herpstreith's recommendation to add one investigator to the Police Department effective October 7, 2013.

Motion carried 4-0.

Action and Discussion Regarding Sergeant Promotion

Chief Herpstreith discussed a need to fill a vacant third shift sergeant position at this time. The committee discussed the need to fill the position, as an employee has moved to another position which leaves the third shift position vacant.

Motion by Alderman Jones and seconded by Alderman Burtle to recommend to the City Council to direct the Mayor to send a letter to the Board of Fire and Police Commission (BFPC) to fill the third shift sergeant position.

Motion carried 4-0.

Chief Herpstreith discussed a need for a second sergeant as of October 7, 2013. The Committee discussed the upcoming need for a second sergeant, due to the promotion of a sergeant to an investigator position.

Motion by Alderman Burtle and seconded by Alderman Koonce to recommend to the City Council to direct the Mayor to send a letter to the BFPC effective October 7, 2013 to fill a second sergeant position. Motion carried 4-0

Adjournment

Motion by Alderman Burtle and seconded by Alderman Koonce to adjourn. Motion carried 4-0. The meeting adjourned at 6:29 p.m.

Rob Heberling, Chairman
Personnel Committee

Personnel Committee
August 1, 2013

Members Present

Chairman Heberling
Alderman Jones
Alderman Koonce

Absent

Alderman Burtle

Also Present

Mayor Brotherton
Chief Herpstreith
Alderman Budd
Cindy Brown

Chairman Heberling called the meeting to order at 6:41 p.m.

Bid and/or Advertise Full Time Dispatcher Position

Motion by Alderman Jones and seconded by Alderman Koonce to recommend to the City Council to Bid and/or Advertise to fill a Full Time Dispatcher Position at the Police Department. Motion carried 3-0.

Bid and/or Advertise Part Time Dispatcher Position

Motion by Alderman Koonce and seconded by Alderman Jones to recommend to the City Council to Bid and/or Advertise to fill a Part Time Dispatcher Position at the Police Department if the position becomes available. Motion carried 3-0.

Any Other Matters

Mayor Brotherton updated the Committee regarding the Fire Chief position. Oral Interviews will be conducted on Tuesday, August 6th with the Fire Chief Candidates. Mayor Brotherton hopes to make a decision by August 19, 2013.

Adjournment

Motion by Alderman Jones and seconded by Alderman Koonce to adjourn. Motion carried 3-0. The meeting adjourned at 6:47 p.m.

Rob Heberling, Chairman
Personnel Committee

Personnel Committee
September 5, 2013

Members Present

Chairman Heberling
Alderman Jones
Alderman Koonce
Alderman Burtle

Also Present

Mayor Brotherton
Alderman Walters
Alderman Budd
Cindy Dey
Andrew Goodall
Dave Herpstreith
Mike Crews
Matt Adermann
Cindy Brown

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

Bid Full Time Working Foreman Position-Street Department

Motion by Alderman Burtle and seconded by Alderman Jones to recommend to the City Council to Bid a Full Time Working Foreman Position at the Street Department. Motion carried 4-0.

Bid Full Time Working Foreman Position-Sewer Department

Motion by Alderman Koonce and seconded by Alderman Burtle to recommend to the City Council to Bid a Full Time Working Foreman Position for the Sewer Department. Motion carried 4-0.

Adjournment

Motion by Alderman Burtle and seconded by Alderman Jones to adjourn. Motion carried 4-0.
The meeting adjourned at 6:02 p.m.

Rob Heberling, Chairman
Personnel Committee

Personnel Committee
October 3, 2013

Members Present

Chairman Heberling
Alderman Jones
Alderman Koonce
Alderman Burtle

Also Present

Mayor Brotherton
Alderman Walters
Alderman Budd
Dave Herpstreith
Mike Crews

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

New Police Officer

No action was taken on the request for a new police officer. The item will be presented again in 60 days.

Step 3 Grievance

At the request of AFSCME, the Step 3 Grievance will be delayed until the next meeting so the AFSCME representative can be in attendance.

Adjournment

Motion by Alderman Jones and seconded by Alderman Koonce to adjourn. Motion carried 4-0.
The meeting adjourned at 7:12 p.m.

Rob Heberling, Chairman
Personnel Committee

Personnel Committee
November 7, 2013

Members Present

Rob Heberling
Bruce Jones
Shawn Burtle
Ray Koonce

Also Present

Greg Brotherton
Alderman Walters
Alderman Budd
Chief Herpstreith
Asst. Fire Chief Goodall
Alderman Dorchinecz
Alderman Vota
Superintendent Speagle
AFSCME Rep. Frank Prochaska
Todd Ralph
Mark Durham
Cindy Brown

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

Non-Bargaining Salaries

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, 2014.

Motion by Alderman Burtle and seconded by Alderman Koonce to recommend to the City Council to approve a 2% salary increase for the Non-Bargaining personnel effective January 1, 2014. Motion carried 4-0.

Bid and/or Advertise Heavy Equipment Operator-Street Department

The Committee discussed the need for a Heavy Equipment Operator in the Street Department. With that said; the City Treasurer requests that whether a bid is awarded or a potential applicant is hired, that we review the financial budget to make sure the funds are still available before the time of hire.

Motion by Alderman Koonce and seconded by Alderman Burtle to recommend to the City Council to begin the process to Bid and/or Advertise a Heavy Equipment Operator for the Street Department. Motion carried 4-0.

Bid and/or Advertise Full Time Police Dispatcher

Chief Herpstreith explained that Debbie Smith's last work day will be December 6, 2013. He would like to Bid and/or Advertise to fill the Full Time Dispatcher position in the Police Department immediately.

Motion by Alderman Burtle and seconded by Alderman Koonce to recommend to the City Council to Bid and/or Advertise a Full Time Dispatcher position in the Police Department. Motion carried 4-0.

Part-Time Dispatcher Position

Chief Herpstreith requested permission to hire a Part Time Dispatcher for the Police Department if needed.

Motion by Alderman Jones and seconded by Alderman Burtle to recommend to the City Council to hire a Part Time Dispatcher for the Police Department if needed. Motion carried 4-0.

Any Other Matters

Assistant Fire Chief Goodall presented a request for the Personnel Committee to research the possibility of a monetary return for his Sick Bank 2 hours. The Committee will put the request on the December Agenda.

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 Step III AFSCME Local 3349 Grievance 2013-2 and to include during all or/any part of such closed session Mayor Brotherton, All Aldermen present, Superintendent Speagle and Human Resource Manager Cindy Brown and such other person or persons as the Committee requests during the Personnel Committee Meeting and/or during such closed session. Roll Call- Aldermen Burtle, Jones, Koonce and Heberling voting YEA. Chairman Heberling announced the motion carried.

The Personnel Committee went into closed session at 6:20 PM.

The Personnel Committee returned to open session at 7:20 PM. Roll call was taken with Aldermen Heberling, Burtle, Jones and Koonce present.

Motion by Alderman Koonce and seconded by Alderman Jones to deny AFSCME Grievance 2013-2. Motion carried 4-0.

Adjournment

Motion by Alderman Jones and seconded by Alderman Burtle to adjourn. Motion carried 4-0. The meeting adjourned at 7:23 PM.

Rob Heberling, Chairman
Personnel Committee

Personnel Committee
December 4, 2013

Members Present

Rob Heberling
Bruce Jones
Shawn Burtle
Ray Koonce

Also Present

Greg Brotherton
Alderman Walters
Alderman Budd
Chief Herpstreith
Asst. Fire Chief Goodall
Shirley Sams
Cindy Brown

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

Additional Police Officers

Chief Herpstreith discussed the need for an additional two (2) police officers in the Taylorville Police Department. The department is working with fourteen (14) sworn personnel with a potential for someone to retire and another to possibly move to the State Police. If that occurs, the department would then have twelve (12) sworn personnel left. With that said, Chief Herpstreith is requesting an additional two (2) police officers. Mayor Brotherton and Chairman Heberling discussed the financial budget with the Treasurer and she is comfortable to include the additional personnel. Chairman Heberling would like to budget for one (1) more officer next year and possibly two (2).

Motion by Alderman Jones and seconded by Alderman Burtle to recommend to the City Council that Mayor Brotherton send a letter to the Board of Fire and Police Commission to begin the process of hiring two (2) Police Officers for the Taylorville Police Department.

Motion carried 4-0.

Sick Bank Reimbursement

Prior to moving to the Non-Bargaining Management group, Assistant Fire Chief Andy Goodall believes he should receive reimbursement for his Sick Bank Two (2) and balance of Sick Bank hours greater than six hundred (600). Documentation was presented by Human Resource Manager Brown regarding the ordinance in transferring from the Union to the Non-Bargaining Management group. The Committee discussed and denied the request for reimbursement; however, the Committee would like to discuss the clarity of wording in the Non-Bargaining Ordinance. The Committee would like to refer this discussion of the Non-Bargaining Ordinance to the Ordinance Committee.

Any Other Matters

Mayor Brotherton would like to recommend reviewing and evaluating the Employee Handbook to insert additional policies that are more precise.

Adjournment

Motion by Alderman Burtle and seconded by Alderman Koonce to adjourn. Motion carried 4-0. The meeting adjourned at 7:12 PM.

Rob Heberling, Chairman
Personnel Committee