

Personnel Committee
February 6, 2014

Members Present

Rob Heberling
Bruce Jones
Shawn Burtle
Ray Koonce

Also Present

Mayor Brotherton
Alderman Vota
Alderman Walters
Alderman Budd
Police Chief Herpstreith
Fire Chief Crews
Asst. Fire Chief Goodall
Shirley Sams
Andy Lasswell
Matthew Adermann
Marlin Brune
Superintendent Speagle
BCBS Rep. Brian Jablonski
Cindy Brown

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

Health Insurance

Chairman Heberling welcomed Brian Jablonski from BCBS to discuss the ever changing items to the Affordable Care Act and how it affects us as a governmental entity. Brian explained in detail the mandated taxes and fees that have been placed on every employer's plan which is approximately 3.25% increase monthly; it is used to fund the subsidies for the exchange program.

Mayor Brotherton and those on the Committee discussed the approximate \$36,000.00 a year increase that was placed on the City due to the federal government mandate which became effective January 1, 2014. The City will not be able to continue this extra cost and will eventually have to discuss an option with the employees.

Questions arose concerning the part time help that are working at least 30 hours a week. Brian explained that as the employer, we would have to offer health insurance to those who work over 1559 hours a year. The Committee will continue to discuss a remedy for the increase to the City of Taylorville.

Additional Police Officers

Police Chief Herpstreith distributed a report concerning the increase in violent crimes in the community. He has seventeen (17) sworn office personnel and is requesting three (3) new police officers. He would like to replace an officer who is retiring in the fall and a

probable resignation in June. His goal is to increase his workforce to twenty (20) sworn officers in order to maintain public safety in the community.

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 now and consider a third officer in the budgetary process for the Taylorville Police Department.

Several Aldermen would like to approve the hire for two new officers now; however, they would like to bring the request of the third officer to the Personnel Committee after reviewing the budgets. Alderman Jones and Alderman Burtle amended their motion.

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 to hire two (2) Police Officers now and request another at a later date after reviewing the budget. Motion carried 4-0.

Policy Review

Chairman Heberling asked Human Resource Brown to present a sample of policy drafts for the new laws in the State of Illinois that the Committee could discuss and make recommendations for future implementation. The Committee discussed the following samples: Severe Weather Policy, Concealed Carry Policy and updating the Cell Phone Policy. Human Resource Brown will be redrafting the policies to present at the next Personnel Committee meeting in March.

Summer/Seasonal Help Requests

The following is a list of requests from various departments for Summer/Seasonal employees for the 2014 summer season.

HBO	1 high school/college student employee
Water	3 Unique/college students
Street/Sewer	4 college students
Cemetery	5 total Unique and/or college students
Lake	1 college student, 2 Unique, and bid and/or advertise 1 part time Marina Clerk

Alderman Koonce is requesting that the Treasurer's Department provide the cost spent last year for the summer/seasonal help.

Motion by Alderman Burtle and seconded by Alderman Koonce to recommend to the City Council the summer help requests as presented pending the request of distribution of cost spent for the year 2013 summer season. Motion carried 4-0.

Adjournment

Motion by Alderman Burtle and seconded by Alderman Koonce to adjourn. Motion carried 4-0. The meeting adjourned at 8:10 PM.

Rob Heberling, Chairman
Personnel Committee

Personnel Committee
March 6, 2014

Members Present

Chairman Heberling
Alderman Jones
Alderman Koonce
Alderman Burtle

Also Present

Mayor Brotherton
Police Chief Herpstreith
Alderman Budd
Alderman Walters
Alderman Dorchinecz
Fire Chief Crews
Asst. Fire Chief Goodall
Shirley Sams
Cindy Brown

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

Review Proposed Policies

Motion by Alderman Jones and seconded by Alderman Koonce to recommend to the City Council to accept the Cell Phone Policy as written.

Motion carried 4-0.

Further discussion and research will be done by the Committee to compile information for completion of the Concealed Carry Policy and the Severe Weather Policy.

Adjournment

Motion by Alderman Koonce and seconded by Alderman Jones to adjourn. Motion carried 4-0.
The meeting adjourned at 6:50 p.m.

Rob Heberling, Chairman
Personnel Committee

Personnel Committee

April 21, 2014

Members Present

Chairman Heberling
Alderman Burtle
Alderman Koonce

Members Absent

Alderman Jones

Also Present

Mayor Brotherton
Superintendent Newberry
Cindy Brown

Chairman Heberling called the meeting to order at 6:45 p.m.

Bid and/or Advertise Airport Records Clerk Full-Time Position

Motion by Alderman Koonce and seconded by Alderman Burtle to recommend to the City Council to Bid and/or Advertise the Airport Records Clerk Full-Time Position.

Motion carried 3-0.

Adjournment

Motion by Alderman Burtle and seconded by Alderman Koonce to adjourn.

Motion carried 3-0. The meeting adjourned at 6:55 p.m.

Rob Heberling, Chairman
Personnel Committee

Personnel Committee
June 5, 2014

Members Present

Chairman Heberling
Alderman Burtle
Alderman Koonce
Alderman Jones

Also Present

Mayor Brotherton
Alderman Dorchinecz
Alderman Vota
Alderman Walters
David Oldham
Jacque Nation
Mike Crews
Andy Goodall
Andy Lasswell
Andy Moore
Cindy Brown

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

Over 65 Retiree Group Health Insurance

Motion by Alderman Jones and seconded by Alderman Burtle to recommend to the City Council a policy to allow the over 65 retiree group to retain their dental and vision insurance coverage if they have chosen to remove their health insurance coverage with the City of Taylorville, with the understanding that at any time they remove themselves from the dental and vision, they will not be allowed to enroll again.

Motion carried 3-1.

Adjournment

Motion by Alderman Burtle and seconded by Alderman Jones to adjourn.

Motion carried 4-0. The meeting adjourned at 7:25 p.m.

Rob Heberling, Chairman
Personnel Committee

Personnel Committee

August 7, 2014

Members Present

Chairman Heberling
Alderman Burtle
Alderman Koonce
Alderman Jones

Also Present

Mayor Brotherton	Rick Bryan
Alderman Walters	Gary Jones
Alderman Budd	Cindy Brown
Treasurer Jacque Nation	Marlin Brune
Police Chief Dave Herpstreith	Mindy Durbin
Fire Chief Mike Crews	Tracy Bentley
Asst. Fire Chief Andy Goodall	Shirley Sams

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

Update and/or Create a Hiring Procedure

The Chairman discussed with the Committee the old hiring procedure and a proposed hiring procedure. After much discussion, each Alderman will read and present ideas to the Committee at the next Personnel meeting.

Bid and/or Advertise Office Level I for Treasurer's Department

Treasurer Jacque Nation discussed the need to Bid and/or Advertise the Office Level I position at the front desk. Due to a recent Bid Award, this position is vacant.

Motion by Alderman Koonce and seconded by Alderman Jones to recommend to the City Council to Bid and/or Advertise the Office Level I Position. Motion carried 4-0.

Bid and/or Advertise Office Level III for Police Department

Due to an upcoming retirement in this position, Chief Herpstreith discussed the need to Bid and/or Advertise the Office Level III position in the Police Department. Due to the needed training in this position, Chief Herpstreith is requesting that he or she be able to start thirty (30) days prior to the retirement date.

Motion by Alderman Jones and seconded by Alderman Burtle to recommend to the City Council to Bid and/or Advertise the Office Level III position in the Police Department and allow the replacement to begin thirty (30) days prior to the retirement date. Motion carried 4-0.

Bid and/or Advertise Deputy Treasurer Position

If and when a vacancy arises, Treasurer Nation would like to have the availability to Bid and/or Advertise the Deputy Treasurer position.

Motion by Alderman Burtle and seconded by Alderman Koonce to recommend to the City Council to Bid and/or Advertise the Deputy Treasurer position if and when the need arises. Motion carried 4-0.

Working Foreman Positon in the Street Department

Chairman Heberling discussed with the Committee the recent vacancy in the Street Department. After much discussion, the Committee would like to Bid the position only.

Motion by Alderman Jones to Bid the Working Foreman position. Alderman Burtle would like to add that we advertise if necessary.

Motion by Alderman Jones and seconded by Alderman Koonce to recommend to the City Council to Bid and/or Advertise the Working Foreman position in the Street Department. Motion carried 4-0.

Police Wage Opener

Chairman Heberling presented the Police Wage proposal to the Committee. After a few pleasant meetings with the Policemen's Benevolent Labor Committee, a two (2) year wage agreement was reached. Chairman Heberling is requesting a 4.2% increase up front to include the year 2014 and 2015.

Motion by Alderman Koonce and seconded by Alderman Burtle to recommend to the City Council to accept the proposed Police Wage Agreement. Motion carried 4-0.

Adjournment

Motion by Alderman Jones and seconded by Alderman Burtle to adjourn. Motion carried 4-0. The meeting adjourned at 7:25 p.m.

Rob Heberling, Chairman
Personnel Committee

Personnel Committee
September 4, 2014

Members Present

Chairman Heberling
Alderman Burtle
Alderman Jones
Alderman Koonce

Also Present

Mayor Brotherton
Alderman Budd
Alderman Walters
Cindy Brown

Chairman Heberling called the meeting to order at 8:20 p.m.

Hiring Procedure Policy

Motion by Alderman Koonce and seconded by Alderman Jones to recommend to the City Council to accept as written, the amended hiring procedure policy.
Motion carried 4-0.

Adjournment

Motion by Alderman Jones and seconded by Alderman Burtle to adjourn.
Motion carried 4-0. The meeting adjourned at 8:27 p.m.

Rob Heberling, Chairman
Personnel Committee

Personnel Committee
November 3, 2014

Members Present

Chairman Heberling
Alderman Burtle
Alderman Koonce
Alderman Jones

Also Present

Mayor Brotherton
Alderman Dorchinecz
Alderman Vota
Alderman Walters
Dick Wiseman
Cindy Brown
Alderman Budd
Tom Bellegante
Bill Harryman

Chairman Heberling called the meeting to order at 6:45 p.m.

Bid and/or Advertise Heavy Equipment Operator at Lake Department

Motion by Alderman Burtle and seconded by Alderman Koonce to recommend to the City Council to allow Superintendent Jackson to Bid and/or Advertise the Heavy Equipment Operator position at the Lake Department.

Motion carried 4-0.

Adjournment

Motion by Alderman Koonce and seconded by Alderman Burtle to adjourn.

Motion carried 4-0. The meeting adjourned at 6:48p.m.

Rob Heberling, Chairman
Personnel Committee

Personnel Committee
November 6, 2014

Members Present

Chairman Heberling
Alderman Burtle
Alderman Jones

Members Absent

Alderman Koonce

Also Present

Mayor Brotherton
Alderman Budd
Alderman Dorchinecz
Alderman Vota
Alderman Walters
Superintendent Dave Speagle
Chief Dave Herpstreith
Sergeant Alan Mills
Detective Rick Bryan
Officer Tony Telford
Officer Kyle Mense
Officer Aaron Reimann
Officer Gary Jones
Gina Jones
Cindy Brown

Chairman Heberling called the meeting to order at 6:45 p.m.

Bid and/or Advertise Equipment Operator Position at Water Department

Superintendent Speagle explained the staff needs of his department and would like to request that this position be changed to a Heavy Equipment Operator at this time. If no qualifying bids then he would like to bid and/or advertise the Equipment Operator position.

Motion by Alderman Burtle and seconded by Alderman Jones to recommend to the City Council to allow Superintendent Speagle to bid a Heavy Equipment Operator position to include testing for the Water Department. If no qualifying bids then bid and/or advertise the Equipment Operator position.

Motion carried 3-0.

Bid and/or Advertise Plant Operator Position at Water Department

Due to an upcoming retirement, Superintendent Speagle is requesting to bid and/or advertise the third shift Plant Operator position at the Water Department.

Motion by Alderman Jones and seconded by Alderman Burtle to recommend to the City Council to allow Superintendent Speagle to bid and/or advertise the third shift Plant Operator position to include testing for the Water Department.

Motion carried 3-0.

Hire Two (2) Police Officers

Chief Herpstreith explained to the Committee his department's need to hire one police officer to replace a police officer who is to transfer to another location and to hire one additional police officer.

Motion by Alderman Burtle and seconded by Alderman Jones to recommend to the City Council to direct the Mayor to send a letter to the Board of Fire and Police Commission to hire two (2) police officers from the final eligibility list.

Motion carried 3-0.

Non-Bargaining Salary

The Committee discussed the Non-Bargaining salaries and would like to recommend a 2% increase for all Non-Bargaining employees and to further research other communities' Non-Bargaining salaries.

Motion by Alderman Jones and seconded by Alderman Burtle to recommend to the City Council a 2% increase for the Non-Bargaining employees effective January 1, 2015 and to further research the salaries.

Motion carried 3-0.

Any Other Matters

A Light Duty policy is being discussed by the Committee and will continue to be discussed in the future for special medical situations that may arise with the employees.

Adjournment

Motion by Alderman Burtle and seconded by Alderman Jones to adjourn.

Motion carried 3-0. The meeting adjourned at 8:45p.m.

Rob Heberling, Chairman
Personnel Committee

Personnel Committee
December 4, 2014

Members Present

Chairman Heberling
Alderman Koonce
Alderman Jones

Members Absent

Alderman Burtle

Also Present

Mayor Brotherton
Alderman Dorchinecz
Alderman Walters
Cindy Brown

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

Severe Weather Policy

The Committee discussed the Severe Weather Policy Draft. Alderman Dorchinecz suggested that the non-essential employees be listed separately on the policy. The Committee agreed.

Motion by Alderman Jones and seconded by Alderman Koonce to recommend to the City Council to accept the Severe Weather Policy as suggested.

Motion carried 3-0.

Non-Bargaining Salaries

The Committee members discussed the amount of the raise to be given to all non-bargaining personnel. Following some additional discussion, Alderman Jones suggested increasing the salaries of all non-bargaining personnel by 1.75%. The other Committee members agreed. This suggestion along with further discussion will be brought up at the next Personnel Committee Meeting in January.

Any Other Matters

Chairman Heberling advised the Committee members that he had received notification that two positions in the Street Department would be available due to recent bid awards. This request will be added to the agenda for the next City Council meeting on December 15, 2014.

A brief discussion regarding employee staffing in the Police Department was mentioned. Aldermen and the Mayor received a letter from a Police Union representative stating concerns the officers have in reference to the shortage of manpower in the Department. Chairman Heberling added that the City Council recently approved the hiring of an additional officer in addition to providing the Department with new equipment. The Committee members recognize the need to monitor the staffing needs in the Police Department and will continue to address the matters as the City finances allow.

Chairman Heberling reminded the Committee members that the next normally scheduled Personnel Committee meeting would be held January 1st; with that being a holiday, an alternate meeting date needed to be scheduled. After a short discussion, the Committee decided to schedule the next Personnel Committee Meeting on Wednesday, January 7, 2015.

Adjournment

Motion by Alderman Koonce and seconded by Alderman Jones to adjourn.

Motion carried 3-0. The meeting adjourned at 8:45p.m.

Rob Heberling, Chairman
Personnel Committee