

Personnel Committee
January 5, 2017

Members Present

Chairman Heberling
Alderman Burtle
Alderman Olive
Alderman Jones

Also Present

Mayor Brotherton
Cindy Brown
Alderman Budd
Chief Hile
Chief Crews
Shirley Sams
Robert Besson
Terry Wright

Chairman Heberling called the meeting to order at 6:05 p.m.

Light Duty Policy TFD

Chief Crews discussed an outline with the Committee reviewing a proposed Light Duty policy for the Fire Department. Much discussion was related to either work related light duty and non-work related light duty. During the meeting it was determined at this time to remove paragraph B from the proposed policy and to research that section and come back next month to discuss that portion of the policy.

Motion by Alderman Jones and seconded by Alderman Burtle to recommend to the City Council to accept the TFD Light Duty policy with removal of paragraph B at this time and to implement. Motion carried 4-0.

Social Media Policy TFD

Chief Crews discussed an outline with the Committee reviewing a proposed Social Media policy for the Fire Department. After reviewing the proposed policy, the Committee would like to remove the words Higher Ranking Officer to replace it with Captain or SOIC in paragraph 4.

Motion by Alderman Olive and seconded by Alderman Jones to recommend to the City Council to accept the Social Media Policy with change to paragraph 4 and to implement. Motion carried 4-0.

Training Reimbursement Policy

Chief Crews discussed an outline with the Committee reviewing a proposed Training/Education and Equipment Reimbursement Policy for the TFD. After much discussion, the Committee would like to see the new employee sign this policy at time of conditional offer of employment and to understand that if the employee should leave the TFD before 4 years, the employee will be responsible to pay back the City of Taylorville 100% of Training, Education and Equipment charges incurred. At one day after the 4 years, the new employee will not be responsible for

reimbursement to the City of Taylorville. The Committee believes this will help with retaining the Firefighters. It was suggested that the Police should review the policy.

Motion by Alderman Jones and seconded by Alderman Burtle to recommend to the City Council to approve the proposed Training/Education and Equipment Reimbursement Policy as written with the necessary changes. Motion carried 4-0.

Firefighter Position

Chief Crews is requesting the Committee to allow him to replace a firefighter as he has received a resignation from a firefighter.

Motion by Alderman Olive and seconded by Alderman Burtle to recommend to the City Council to direct the Mayor to send a letter to the BFPC to hire a replacement contingent upon signing the Reimbursement Policy.

Motion carried 4-0.

Any Other Matters

Human Resource Manager Brown updated the Committee regarding the New Overtime Rule for Exempt Employees. On November 22, 2016, the U.S. District Court Judge granted an emergency motion for preliminary injunction and enjoined the Department of Labor from implementing the Overtime Rule on December 1, 2016. The Overtime Rule will not be in effect at this time.

Alderman Burtle presented a Negotiations List to the Committee which he would like to be used in the Union Negotiation meetings.

Adjournment

Motion by Alderman Jones and seconded by Alderman Burtle to adjourn. Motion carried 4-0. The meeting adjourned at 7:50p.m.

Rob Heberling
Personnel Committee Chairman

Personnel Committee
February 2, 2017

Members Present

Chairman Heberling
Alderman Burtle
Alderman Jones
Alderman Olive

Also Present

Mayor Brotherton
Alderman Budd
Alderman Walters
Chief Crews
Chief Hile
Assistant Chief Goodall
Deputy Chief Childers
Cindy Brown
See Attached List

Chairman Heberling called the meeting to order at 7:15 p.m.

Bid and/or Advertise Office Level I Street/Sewer Department

Street Superintendent Wiseman discussed with the Committee the possibility of his Secretary retiring in April. The secretary informed him that she will know after April 4th whether she will retire or not. Superintendent Wiseman is requesting to bid the position to allow someone to train if the retirement takes place.

Motion by Alderman Burtle and seconded by Alderman Jones to recommend to the City Council to Bid and/or Advertise Office Level I in the Street/Sewer Department with the understanding the City will not award the bid until further clarification of employee retirement.

Motion carried 4-0.

Bid and/or Advertise Full Time Police Dispatcher

Police Chief Hile presented his request to fill a Full Time Dispatcher position in the Police Department, due to a recent bid award. If the Part Time help should be put in the Full Time position, it will also leave an opening for a Part Time Dispatcher. Alderman Burtle suggested to the Committee to add filling the Part Time Dispatcher to the Chief's request.

Motion by Alderman Jones and seconded by Alderman Burtle to recommend to the City Council to Bid and/or Advertise a Full Time Dispatcher in the Police Department pending conclusion of the 30 day qualifying period by a previous employee and to recommend the City Council to fill the Part Time Dispatcher position in the Police Department pending lateral move to Full Time.

Motion carried 4-0.

Summer Seasonal Help Request

The following is a list of requests from various departments for Summer/Seasonal employees for the 2017 summer season.

HBO	1 high school/college student
Water	4 high school/college students
Street/Sewer	6 high school/college students
Cemetery	5 total/Temporary help and/or high school/college students
Lake	2 high school/college students and 2 Temporary help

The Permanent Part Time Lake Guard and Marina Clerk will be returning to the Lake Department.

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

CLOSED SESSION

Motion by Alderman Burtle and seconded by Alderman Jones to go into closed session pursuant to 5 ILCS 120/2 (c)(2) to discuss collective negotiating matters pertaining to AFSCME Union Local #3349, Firefighters Union Local #3144 and Policemen's Benevolent Labor Committee to include during all or any part of such closed session Mayor Brotherton, all Aldermen present, Human Resource Manager Cindy Brown, Fire Chief Crews, Assistant Fire Chief Goodall and any other individuals requested by the Committee.

Roll call - Alderman Burtle, Jones, Olive and Heberling voting YEA. Chairman Heberling announced the motion carried.

The Personnel Committee went into closed session at 7:45 PM.

The Personnel Committee returned to open session at 8:55 PM. Roll call was taken with Aldermen Olive, Jones, Burtle and Heberling present.

Any Other Matters

Mayor Brotherton discussed with the Committee whether to allow any dirt that is normally dumped, to be available for citizens to use for gardening as an example. Alderman Walters suggested if a citizen were to want a load of dirt to use, they should drive their own vehicle to the Street Department and haul themselves to their destination. Alderman Budd does not think it is a good idea to begin to allow this.

Alderman Jones is asked if anyone could take over his Ordinance meeting February 16th as he will be unavailable to attend. Alderman Burtle will conduct the meeting for that date.

Adjournment

Motion by Alderman Burtle and seconded by Alderman Olive to adjourn.
Motion carried 4-0. The meeting adjourned at 9:05 p.m.

Rob Heberling, Personnel Committee Chairman

Personnel Committee
March 2, 2017

Members Present

Chairman Heberling
Alderman Burtle
Alderman Jones
Alderman Olive

Also Present

Mayor Brotherton
Alderman Budd
Alderman Walters
Fire Chief Crews
Fire Captain Matthew Adermann
Cindy Brown
See Attached List

Chairman Heberling called the meeting to order at 7:30 p.m.

Fire Department Policies

Chairman Heberling discussed with the Committee several policies which were recently distributed among the Aldermen and Committee regarding the Fire Department. The policies included a Social Media, Educational and Training Reimbursement and Light Duty.

The Committee would like to insert a number seven and add language into the Social Media policy with the following “not supposed to be using social media while on City time unless authorized and approved by the Chief, Assistant Chief, Captain or SOIC on duty.”

Motion by Alderman Jones and seconded by Alderman Burtle to recommend to the City Council to accept the Social Media Policy as written with the specified language changes.
Motion carried 4-0.

The Committee discussed the Light Duty policy and would like to insert in the limitation section a 90 day limit.

Motion by Alderman Burtle and seconded by Alderman Jones to recommend to the City Council to accept the Light Duty Policy as written with the specified language change.
Motion carried 4-0.

The Committee discussed the Training/Education and Equipment Reimbursement Policy and would like to insert an addition “or sent to court for collection” to Section F. The Committee would like Police Chief Hile to insert a paragraph from Section B into the Police version in order to mirror as closely as possible to the Fire Department version.

Motion by Alderman Burtle and seconded by Alderman Jones to recommend to the City Council to approve the Training/Education and Equipment Reimbursement Policy as written with the addition to the language in Section F.
Motion carried 4-0.

CLOSED SESSION

Motion by Alderman Burtle and seconded by Alderman Jones to go into closed session pursuant to 5 ILCS 120/2 (c)(2) to discuss Firefighter Union Local #3144 Step 3 Grievance and to discuss collective negotiating matters pertaining to AFSCME Union Local #3349, Firefighters Union Local #3144 and Policemen's Benevolent Labor Committee to include during all or any part of such closed session Mayor Brotherton, all Aldermen present, Human Resource Manager Cindy Brown, Fire Chief Crews and any other individuals requested by the Committee.

Roll call - Alderman Burtle, Jones, Olive and Heberling voting YEA. Chairman Heberling announced the motion carried.

The Personnel Committee went into closed session at 8:15 PM.

The Personnel Committee returned to open session at 9:50 PM. Roll call was taken with Aldermen Olive, Jones, Burtle and Heberling present.

Motion by Alderman Burtle and seconded by Alderman Olive to negotiate the new Fire reimbursement policy and to table the Firefighter Grievance which was agreed to by Captain Adermann in a telephone conversation with the Chairman.

Motion carried 4-0.

Any Other Matters

Human Resource Manager Brown distributed a draft to assist the City Management in conducting future employee evaluations. The Committee will review the information and discuss at a later date.

Adjournment

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

Motion carried 4-0. The meeting adjourned at 9:57 p.m.

Rob Heberling, Personnel Committee Chairman

Personnel Committee
March 20, 2017

Members Present

Chairman Heberling
Alderman Burtle
Alderman Olive
Alderman Jones

Also Present

Mayor Brotherton
Cindy Brown
Jacque Nation
Brittani Havard
Alderman Budd
Alderman Walters
Dustin McClure

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

Bid and/or Advertise for a Possible Office Vacancy in the Water Collections Department

Chairman Heberling discussed with the Committee the letter of resignation from Brittani Havard. Due to unforeseen circumstances, Miss Brittani Havard asked to rescind her resignation and presented this evening her note to the Committee.

Motion by Alderman Jones and seconded by Alderman Olive to recommend to the City Council to accept the letter of rescission for the notice of resignation from Brittani Havard on a non-precedent basis and with a letter coming from the AFSCME Union President stating as such. Motion carried 3-1.

Adjournment

Motion by Alderman Olive and seconded by Alderman Burtle to adjourn. Motion carried 4-0. The meeting adjourned at 6:59p.m.

Rob Heberling
Personnel Committee Chairman

Personnel Committee
May 9, 2017

Members Present

Chairman Vota
Alderman Burtle
Alderman Dorchinecz
Alderman Olive

Also Present

Mayor Barry
Alderman Budd
Alderman Walters
Fire Chief Crews
Cindy Brown
Owen Lasswell

Chairman Vota called the meeting to order at 7:45 p.m.

Request to Hire Two Firefighters

Fire Chief Crews addressed the Committee with his request to hire two replacement firefighters. Chairman Vota discussed with the Committee the need to have the new firefighters to sign the Reimbursement Policy prior to their employment. Human Resource Manager Brown distributed the signed Memorandum of Understanding to allow the Committee to review the removal of Appendix A from the Fire Union Contract.

Motion by Alderman Burtle and seconded by Alderman Olive to recommend to the City Council to direct the mayor to send a letter to the Board of Fire and Police Commissioners to hire two replacement firefighters from the Firefighter Eligibility List.
Motion carried 4-0.

Request to Promote Fire Captain

Fire Chief Crews is requesting to promote a Fire Captain from the promotional eligibility list due to a recent retirement.

Motion by Alderman Olive 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 Commissioners to hire a Fire Captain from the Fire Captain Promotional Eligibility List.
Motion carried 4-0.

Request to Bid and/or Advertise Office Level II Position

Treasurer Nation is requesting to bid and/or advertise an Office Level II position in her office due to a recent vacancy. A recommendation from the Auditor suggested the office needs to be crossed trained. Due to this effort, an Office Level II would be more beneficial to her department functions.

Motion by Alderman Olive and seconded by Alderman Dorchinecz to recommend to the City Council to bid and/or advertise an Office Level II for the Treasurer Office. Motion carried 4-0.

Request to Bid and/or Advertise Deputy Treasurer Position

Treasurer Nation is requesting to bid and/or advertise the Deputy Treasurer position due to the recent move of her Deputy into the Mayor Secretary position.

Motion by Alderman Olive and seconded by Alderman Dorchinecz to recommend to the City Council to Bid and/or Advertise the Deputy Treasurer position.

Motion carried 4-0.

IMRF Elected Official Participation

Human Resource Manager Brown distributed information pertaining to Elected Official IMRF participation and asks each Aldermen to review and be ready to discuss at the next meeting.

Social Media Policy

Chairman Vota discussed with the Committee, the need to continue to complete this policy and would like Human Resource Manager Brown to continue the research to help complete this in the near future. Chairman Vota would like to revisit this effort at the next meeting.

Any Other Matters

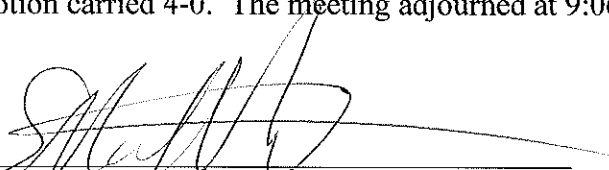
Human Resource Manager Brown distributed a draft to assist the City Management in conducting future employee evaluations at the last meeting. This form will also be utilized for the management team as well and is still in the editing stages. Discussions will continue.

Alderman Budd would like to remind the Committee of a Special City Council meeting before the Council Meeting on Monday, May 15th at 6:15PM.

Adjournment

Motion by Alderman Olive and seconded by Chairman Vota to adjourn.

Motion carried 4-0. The meeting adjourned at 9:06 p.m.



Martin Vota, Personnel Committee Chairman

Personnel Committee
June 5, 2017

Members Present

Chairman Vota
Alderman Burtle
Alderman Dorchinecz
Alderman Olive

Also Present

Mayor Barry
Alderman Budd
Alderman Walters
Fire Chief Crews
Cindy Brown
Owen Lasswell
See List

Chairman Vota called the meeting to order at 6:15 p.m.

Request to Hire Police Officer

Police Chief Hile addressed the Committee with his request to hire one police officer if the need arises as he already has a reserved position in the Police Academy in August. If he does not have the request granted, the Police Academy cannot hold the seat for the department. The next available position in the Police Academy would not be until next year.

Motion by Alderman Olive 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 Commissioners to hire one police officer. Motion carried 4-0.

Health Insurance Update

Chairman Vota discussed the health insurance update with the Committee in length.

Motion by Alderman Burtle and seconded by Alderman Olive to recommend to the City Council to accept the HRA health care plan as proposed by Dimond Brothers Insurance for Fire, Police and AFSCME and approve VSP as the vision care insurance provider for all unions under the employment with the City of Taylorville. Motion carried 4-0.

Adjournment

Motion by Alderman Dorchinecz and seconded by Alderman Olive to adjourn.
Motion carried 4-0. The meeting adjourned at 7:10 p.m.



Martin Vota, Personnel Committee Chairman

Personnel Committee
September 7, 2017

Members Present

Chairman Vota
Alderman Burtle
Alderman Dorchinecz
Alderman Olive

Also Present

Mayor Barry
City Clerk Lilly
Alderman Budd
Alderman Jones
Superintendent Wiseman
Treasurer Nation
Will Sterling
Dustin McClure

Vince Childers
Chief Hile
Eric Hostetter

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

Bid and/or Advertise for (2) Equipment Operators II in the Street Department

Superintendent Wiseman discussed with the Committee the potential upcoming retirements of (2) Equipment Operators II, expected to be November 9, 2017 and January 2, 2018. He is requesting that we bid/and or advertise to fill these positions.

Motion by Alderman Dorchinecz and seconded by Alderman Burtle to recommend to the City Council to bid and/or advertise for (2) Equipment Operators II in the Street Department contingent upon receipt of letters of retirement 30 days prior to vacancy.

Motion carried 4-0.

Bid/and or Advertise for Laborer Position in the Street Department

Superintendent Wiseman discussed the need for a Laborer Position to be created and filled in the Street Department. In the past, the Street Department had 18 Full Time Laborers. At present, there are only 9 positions. With the increased workload due to the clean-up of the City, he feels it is necessary to add one full time laborer to the department.

There was discussion by the Committee members on the impact to the finances of the City at this time. With the impending raises, retroactive pay, and other pressing financial issues, there was concern that the City is not in a financial position to add an unbudgeted employee at this time. Superintendent Wiseman was asked about making cuts to his existing budget to allow for funds to be available for this position. He felt he could possibly cut elsewhere. Treasurer Nation was asked if the City had the available funds for this position. She will review the budget and expected revenues to confirm the status, and will report back to Chairman Vota with her recommendation.

Motion by Alderman Dorchinecz and seconded by Alderman Burtle to recommend to the City Council to bid and/or advertise for a Laborer in the Street Department upon confirmation of available funds by the City Treasurer.

Motion carried 4-0.

Closed Session

Motion by Alderman Olive and seconded by Alderman Burtle to go into Closed Session at 6:18 P.M.

Motion by Alderman Burtle and seconded by Alderman Olive to return to Open Session at 9:16 P.M. All Alderman were present.

Grievance #1

Motion by Alderman Burtle and seconded by Alderman Dorchinecz to accept the grievance filed by Union Representative Dustin McClure in regards to an Employer violation of Article V and pay Union Representative (2) hours of overtime per grievance. The City requested a Memorandum of Understanding to clarify the process for both the Union members and the City to protect both parties and prevent a future occurrence of this type of event.

Motion carried 4-0.

Grievance #2

There will be no action taken on Grievance #2 regarding delay of payment of retroactive wages, based upon a verbal agreement between the Union Representatives and the Committee members. In order to keep the lines of communication open, Treasurer Nation will email the Union representatives, as well as Mayor Barry, Alderman Budd, City Clerk Lilly and Human Resource Manager Brown, and Chairman Vota every other Friday, beginning September 15, 2017. This email will consist of an update and status of our computer systems.

Adjournment

Motion by Alderman Olive and seconded by Alderman Dorchinecz to adjourn.

Motion carried 4-0. The meeting adjourned at 9:20 P.M.

Martin Vota
Personnel Committee Chairman