



## MINUTES

Members Present: Audrey Johnson, Steven Holt, Jeff Hughey, Chuck Brown

Absent: Michelle Stadler, Board member resignation

Staff Present: Nick Edwards (City Manager), Tony Robyn (Assistant City Manager), Michelle Ducre (HR Director), Leslie Haase (Finance Director) and Brian Lewis (Assistant Chief of Police representing Chief Rowland)

Meeting began at 3:05 p.m.

**I. Minutes** - none for approval

**II. Employee Handbook – Rules and Regulations/Policies**

Michelle reviewed changes/updates

Board had question about whether disciplinary appeals to Personnel Board are required to be public/open hearings.

**Motion:** Steve motioned and Chuck second motion to adopt Employee Handbook and advance to Governing Body.

Motion passed 3-1 (Jeff Hughey opposed if disciplinary hearings to the Personnel Board were required to be public).

**III. Job descriptions**

**IV.** Tony presented organization charts and proposed job descriptions in the Planning, Development and Neighborhood Services and Communications Departments. Tony answered questions on proactive vs. reactive role of Neighborhood Services Supervisor and division.

Leslie reviewed funding available to staff the positions.

**Motion:** Chuck motioned and Steve second motion to adopt positions and advance to Governing Body.

Motion passed unanimously.



**V. Pay Plan and Wages**

Board asked questions about frequency of reviewing City pay plan, wage issues, minimum wage, grants, and recruiting. Leslie shared that plan is reviewed every two years, the City does secure grants, and is primarily funded by (sales) tax. City Manager discussed recruiting challenges for Heavy Equipment Operators, Transit Drivers and WIC positions due to wages.

**VI. Personnel Board Disciplinary Appeals Hearing/Charter**

Michelle read Section A, item 2 from Procedures for Conduct of Hearings of Appeals Before the City Personnel Board adopted in 1987 by the then Personnel Board, which states, "in the event both parties (City and Employee) shall waive their rights to be heard publicly and request, in writing, that the Board hear their appeal in private, then the Board, in its discretion, may conduct a private hearing of such appeal."

Michelle will forward a copy of the document to the Board. The Board would like to review and discuss with the City Attorney for possible revisions.

The Board was provided a copy of the Personnel Board responsibilities from the City Charter.

**VII. Future Meetings/Updates**

City Manager recommended meeting at least twice a year and agreed to provide the Board with periodic updates on employment matters and Proposition Action.

**ADJOURN**

**Motion:** Jeff motioned and Audrey second the motion to Adjourn. All approved. Meeting adjourned at 4:00 p.m.