

March 1, 2018

A meeting of the City of Pelham Personnel Board was held in the conference room of Pelham City Hall on February 28, 2018, and was called to order by Gretchen DiFante, City Manager, at 5:31 p.m.

Board members, Bobby Hayes, Greg Darnell and Jim Collins were all present.

Mr. Darnell opened the proceedings by stating that the Board had been called to hear a termination appeal filed by Mr. Jesse Jowers. Mr. Darnell stated that the Board members would like to enter executive session for approximately five minutes. Gretchen DiFante, Mayor Gary Waters and Charlie Waldrop (attorney representing the City) were invited into the executive session. Mr. Jesse Evans (attorney for Jesse Jowers) asked if he would be permitted and the request was denied by the Board. Mr. Evans was assured by Mr. Darnell that the Board only wanted to discuss the order of events since it appeared that this would be a more formal hearing than normal and that the merits of the case would not be discussed. The Board entered the executive session at 5:35 pm and returned at 5:41 pm.

A court reporter from Muir Reporting was in attendance to record the hearing and a transcript will be available.

The Board took a short recess at 7:37 p.m. and reconvened at 7:46 p.m. to continue the appeal hearing.

The board took another recess at 10:00 p.m. for parties related to the appeal to be excused and reconvened at 10:09 p.m. to address the other two items on the agenda.

Mr. (Rick) Hayes addressed the Board and informed them that the City's budget includes a 1.5% increase to the steps of the classification pay plan effective April 1, 2018, but the CPI is trending toward 2% and that seems to be more appropriate. A motion was made by Mr. (Bobby) Hayes to approve a 2% increase to the classification pay plan effective on April 1, 2018, and recommend it to the City Council for approval. The motion was seconded by Mr. Collins. The motion was approved without opposition.

A motion was made by Mr. Darnell to recess the meeting until Monday, March 12, 2018, at 5:30 p.m. and Mr. Collins seconded and all Board members affirmed. Meeting recessed at 10:30 p.m.

A meeting announcement will be posted that the meeting is in recess and will reconvene on Monday, March 12, 2018 at 5:30 p.m.

March 13, 2018

At 5:30 p.m. on March 12, 2018, the Personnel Board meeting was called from recess by Gary Waters, Interim Human Resource Director. Board Members Jim Collins and Greg Darnell were present. Bobby Hayes joined the meeting later via telephone at 6:30 p.m.

Gretchen DiFante presented to the Board a proposed reorganization plan and she presented a job description and salary range for each new position that was being requested. The Board was asked to establish new positions for Director of Developmental Services Public Works, Superintendent of Operations Water/Sewer & Garage, Superintendent of Operations Streets/Landscaping & Maintenance, Crew Manager Building Maintenance, Purchasing Manager, Plans Examiner, Building and Codes Inspector, and Mechanic II. Due to the reorganization, she also requested for the current position of Director of Public Works be eliminated.

The Board members requested that the salary comparables be reorganized into the excel spreadsheet format that they were familiar with from prior compensation plan reviews. The Board would like to receive the updated information prior to the next meeting for review.

The next meeting was scheduled for March 21, 2018, at 5:30 p.m.

A motion was made by Greg Darnell, seconded by Jim Collins and the meeting was adjourned at 7:55 p.m.

PELHAM PERSONNEL BOARD

March 1, 2018

TO: Pelham City Council
City Manager Gretchen DiFante
Mayor Gary Waters

FROM: Pelham Personnel Board

RE: Compensation Plan Revision

In a meeting held on Wednesday, February 28, 2018, the Personnel Board voted to approve a 2% adjustment to the steps of the compensation plan. With this approval, the Board recommends the Pelham City Council's approval of the same.

The Board understands that this request will be presented in a Resolution to the Council during their meeting on March 5, 2018.

Respectfully submitted,

Bobby Hayes
Greg Darnell
Jim Collins