

September 19, 2018

A meeting of the City of Pelham Personnel Board was held in the conference room of Pelham City Hall on September 19, 2018, and was called to order by Mayor Gary Waters, Interim Human Resource Director, at 5:35 p.m.

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

Mayor Waters opened the meeting by informing all present that this meeting's purpose is to hear new business considering the establishment of two new positions and the abolishment of one position. He then turned the meeting over to Gretchen DiFante, City Manager.

Ms. DiFante began by informing the Board that a request to establish two new positions would be presented. One will be an Accounting & Purchasing Manager within the Administration/Finance Department that would be a direct report to Tom Seale, City Clerk/Treasurer and one for an Assistant Director of Pelham Racquet Club that will be a direct report to Billy Crandall, Director of Pelham Racquet Club. She stated that a request will also be made to abolish the Concessions Manager at the Civic Complex and Ice Arena which reports to Danny Tate, the Administrator of the facility. These Department Heads will also be addressing the Board concerning each item.

Ms. DiFante presented the first item by stating that the Accounting & Purchasing Manager is a position that has been recommended by our auditor to the City Council. Our annual audit costs \$120,000 and takes six months to complete and if we had an accountant on staff, the cost and the time it takes to perform would be reduced. She also explained how the purchasing responsibilities would be incorporated into the position and that a "purchasing manual" would be developed. The Board members had the following concerns:

- * The pay scale seems too high for the position
- * No other entity has these duties combined into one position
- * What point in the purchasing process would Council approve purchase
- * How recruitment for the position would be done

The next item was the Assistant Director for the Pelham Racquet Club. Mr. Crandall began by informing the Board details of the changes that have taken place at the Recreation Center and that this new position is needed because the amount of time he has to devote to the Racquet Club has been greatly reduced. The Tennis Center will be closing and those duties will be moving to the Racquet Club and that there are already two additional tournaments scheduled this year. The responsibilities for the outside will continue to fall on Mr. Crandall with the Assistant charged with managing six inside staff members. Mr. (Bobby) Hayes asked Ms. Lanier and Mr. (Rick) Hayes for their opinion. Ms. Lanier said that she was in support and Mr. Hayes stated his support but felt that it would be difficult for the outside services to not fall under the responsibility of the Assistant Director. Mr. Crandall was asked if

the plan was for the responsibility to transition to the Assistant Director and he stated that it was after knowledge is gained about the duties.

The next item was the request to abolish the Concessions Manager at the Civic Complex and Ice Arena. Mr. Tate began by informing the Board that this request stems from lessons we learned from the Bulls' season last year and that there is a need to perform this task better. The current position is also a full time position that is only needed at certain times during the year. Mr. Tate said that the plan is to hire a company to coordinate the large events and handle the smaller ones in house. There will be no effect on the hours concessions will be available, no percentage of sales will be paid and alcohol sales will not be affected and will remain ours. The company will be utilized to plan menus and coordinate schedules of food providers. Ms. DiFante informed the Board that she would like to present this to the Council on October 1st if they are inclined to approve this request tonight.

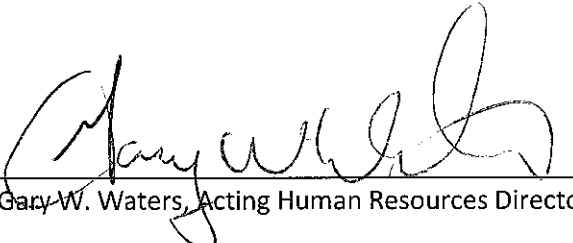
Greg Darnell made a motion to approve the creation of the Assistant Director of the Racquet Club position and to abolish the Concessions Manager position at the Civic Complex and Ice Arena. This motion was seconded by Jim Collins. All members affirmed and the motion was passed.

Ms. DiFante asked Board members what additional information they would like to see for the Accounting & Purchasing Manager. Mr. Darnell understands the need but has questions on how the purchasing portion will be incorporated. He also would like to see more information on the salary comparisons. Mr. (Bobby) Hayes wants to hear more about the effect it would have on the Department Heads. Mayor Waters clarified to the Board that this position would not pass judgment on the need but to only make the process easier for the Department Heads.

Ms. DiFante provided the Board with an overview of the work the City has contracted with HRM Consulting to perform. She explained the job analysis, job description and salary study that they will be performing and provided handouts detailing the work to be completed.

The next meeting was scheduled for October 10, 2018, at 5:30 p.m.

A motion was made for adjournment by Bobby Hayes, second by Greg Darnell, and the meeting was adjourned at 7:00 p.m.


Gary W. Waters, Acting Human Resources Director



September 20, 2018

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

FROM: Pelham Personnel Board

RE: Position Updates

In a meeting held on Wednesday, September 19, 2018, the Personnel Board voted to approve a new position to be added to the City of Pelham's Classification Pay Plan. The job description and salary range was approved for an Assistant Director of the Racquet Club.

The Board also voted to abolish the position of Concessions Manager at the Civic Complex and Ice Arena.

The Board understands that these items will be presented to Council during their meeting on October 1, 2018.

Respectfully submitted,

Bobby Hayes
Greg Darnell
Jim Collins