



**Personnel Board Meeting
Pelham Recreation Center – Conference Room
March 7, 2019 – 5:30 p.m.**

MINUTES

Proper notice of the scheduled meeting of the Pelham Personnel Board was given in advance of such public meeting and the notice remained posted throughout the meeting.

Date: March 7, 2019
Time: 5:30 p.m.
Place: Conference Room – Pelham Recreation Center
Present: Board Member Greg Darnell
Board Member Jim Collins
Board Member Bobby Hayes
City Manager Gretchen DiFante
Mayor Gary Waters

CALL TO ORDER

Mayor Waters called the meeting to order at 5:31 p.m.

RECORD OF ATTENDANCE

It is noted that all members were in attendance along with the City Manager and the Mayor. Brenda Harrington and Carolyn Campbell from Human Resource Management (HRM) are also in attendance.

OLD BUSINESS

The first item on the agenda was the job description for the Accounting Manager. After brief discussion, a motion was made by Jim Collins to approve the job description as presented. This motion was seconded by Greg Darnell and by voice vote of members, the motion passed.

The next item was the compensation range for the Accounting Manager. City Manager DiFante presented a local comparison of cities and Brenda Harrington explained the method she used to determine a market recommendation for the position. After expressing concern with internal equity, a decision was made to wait until the meeting on Tuesday, March 12, when the process for the entire compensation study will be presented before approving compensation for the Accounting Manager.

NEW BUSINESS

The requested changes to the job description for the Director of Parks and Recreation were presented but no action was taken to approve the changes.

ADJOURNMENT

Bobby Hayes moved to adjourn the Personnel Board meeting and Greg Darnell seconded the motion. By voice vote, the motion passed unanimously and the meeting was adjourned at 6:37 p.m.

Respectfully submitted this 8th day of March, 2019.
Candy Porter