



**Personnel Board Meeting
Pelham Recreation Center – Conference Room
March 12, 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 12, 2019
Time: 5:30 p.m.
Place: Meeting 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 continued discussion of the Accounting Manager pay scale. Mrs. DiFante presented to the Board comparisons of internal positions. A new compensation scale was proposed to the Board using existing ranges for internal positions of Battalion Chief (Fire), Captain (Police), Building Official and City Engineer. Following the discussion, a motion was made by Greg Darnell to approve the pay scale presented tonight and Jim Collins seconded the motion. All members affirmed and the motion passed.

Next, a proposal was made by Mayor Waters to the Board to approve a 2.5% adjustment to the compensation plan that was previously approved in the FY19 budget. This adjustment will be effective on April 1, 2019. A motion was made by Jim Collins and seconded by Bobby Hayes. All members affirmed and the motion was passed.

The proposed changes to the Director of Parks and Recreation were reviewed and briefly discussed. A motion was made by Greg Darnell to approve the proposed changes to the job description and seconded by Bobby Hayes. All members affirmed and the motion passed.

NEW BUSINESS

Brenda Harrington presented an overview of the method being used to conduct the compensation study and the Board was updated by Carolyn Campbell on the status of work being done by HRM on the job analysis project. After discussion and a question/answer period, the Board members requested that a "custom survey" be conducted by HRM to remain true to the methods that have been used in the past to establish/update our current compensation plan.

ADJOURNMENT

With no additional business to come before the Board, a motion was made by Bobby Hayes for adjournment which was seconded by Jim Collins. All members affirmed and the meeting was adjourned at 6:47 p.m.

Respectfully submitted this 13th day of March, 2019.
Candy Porter