

Personnel Board Meeting
March 9, 2023 6:00 p.m.
ZOOM

MINUTES

Date: March 9, 2023
Time: 6:00 p.m.
Place: Zoom
Present: Board Member Jim Collins
Board Member Floyd Collins
Board Member Martina Winston

Others Present: Tracy Hill, Hal Brown, Andre Bittas

CALL TO ORDER

Tracy Hill called the meeting to order at 6:05 p.m.

RECORD OF ATTENDANCE

All Board members were present.

APPROVAL OF MINUTES

Floyd Collins made a motion to approve the minutes from the February 21, 2023 meeting and it was seconded by Martina Winston. The minutes were approved unanimously.

NEW BUSINESS

Review and Discussion of job descriptions:

Andre Bittas presented a job description and pay grade for an Administrative Clerk. After review, Jim Collins made a motion to approve and Martina Winston seconded the motion. It was approved by all.

Hal Brown presented a draft job description and pay grade for Event Sales and Membership Manager. After review, Jim Collins requested the following changes – add required experience in Golf, Banquet, or Country Club industry; remove redundant task; make the position exempt rather than non-exempt. Floyd Collins made a motion to approve the job description and pay grade with these changes. Jim Collins seconded the motion and it was approved by all members.

Hal Brown also presented a new pay grade for the position of Food and Beverage Manager. Jim Collins made a motion to approve and Floyd Collins seconded the motion. It was approved by all.

Tracy Hill presented a draft job description and pay grade for the position of recruiting Coordinator. Martina Winston made a motion to approve the position and Jim Collins seconded it. It was approved by all.

OLD BUSINESS

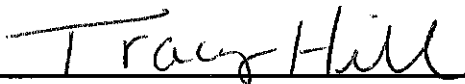
Tracy Hill reported that the Council approved the updated Civil Service Act and it will move forward to the State Legislature after public notice.

The resignation of Larry Palmer from the City Council was also acknowledged.

ADJOURNMENT

With no additional business to come before the Board, the meeting was adjourned at 6:31 p.m.

Respectfully submitted,



Tracy Hill, Board Secretary/Director of Human Resources