

Personnel Board Meeting
Zoom meeting
November 15, 2022 5:00 p.m.

MINUTES

Date: November 15, 2022
Time: 5:00 p.m.
Place: Zoom
Present: Board Member Jim Collins
Board Member Floyd Collins
Board Member Martina Winston

Others Present: Tracy Hill and Andre Bittas

CALL TO ORDER

Tracy Hill called the meeting to order at 5:05 p.m.

RECORD OF ATTENDANCE

All Board members were present.

APPROVAL OF MINUTES

Jim Collins made a motion to approve the minutes from the November 9, 2022 meeting and it was seconded by Floyd Collins. The minutes were approved unanimously.

Tracy Hill updated the Board on their request that HRM Consulting review the FLSA status of the Recreation Programs Supervisor. HRM reviewed the job description and confirmed the position should be non-exempt.

NEW BUSINESS

- Andre Bittas presented a draft job description and salary range for the position of Office Manager. Floyd Collins made a motion to approve the job description and associated pay range with the caveat that bullet point number 7 be revised, changing the wording from 'Organizes maintenance companies and staff to keep the office clean and equipment in good working order' to 'Serves as contract administrator, working with various vendors.' Jim Collins seconded the motion. The job description and pay grade were approved unanimously.
- Andre Bittas presented a draft job description and salary range for the position of Project Manager. Floyd Collins expressed concern that there may be redundancy and overlap between this position and the unfilled position of Deputy Director/Engineer. After discussion, Jim Collins made a motion to approve the job description and salary range. Martina Winston seconded the motion. The motion passed with Floyd Collins abstaining.

ADJOURNMENT

With no additional business to come before the Board, the meeting was adjourned at 5:50 p.m.

Respectfully submitted,



Tracy Hill, Board Secretary/Director of Human Resources