

**Personnel Board Meeting
Pelham Library
February 23, 2022 – 6:30 p.m.**

MINUTES

Date: February 23, 2022
Time: 6:30 p.m.
Place: Pelham Library
Present: Board Member Jim Collins
Board Member Floyd Collins

Presenting: Tracy Hill, Gretchen DiFante, and Jamie Wagner

Others Present: Josh Arnold, Mayor Waters, Council Members Mildred Lanier, Rick Wash, and Maurice Mercer, and several Department Heads.

CALL TO ORDER

Tracy Hill called the meeting to order at 6:31 p.m.

RECORD OF ATTENDANCE

Floyd Collins and Jim Collins were present and Martina Winston was absent due to a prior engagement.

NEW BUSINESS

MINUTES –

Minutes from the February 16, 2022 meeting were reviewed. Jim Collins made a motion to approve, seconded by Floyd Collins. The motion was approved.

COMPENSATION PLAN –

The following were reviewed:

- Audit recommendations from HRM from July, 2018 were reviewed. It was noted that all priority recommendations have been completed with the exception of updating the Civic Service Act and associated employee handbook.
- An overview of the Compensation Plan prepared by HRM, Inc. presented to the Personnel Board in 2019.
- Current Pay Plan. It was noted the original plan was implemented in 2013 with updates to a limited number of positions in 2015. Since 2015 there have been periodic plan adjustments by Council. The current pay plan contains 17 pay plans, 46 sets of pay grades, and lacks consistency between steps and grades.
- Proposed pay plan which contains 2 pay plans – one for the main employee plan and one for the public safety employee plan. The proposed plan includes standardized differentials between steps.
- Proposed Job Table
- Proposed Pay Ranges - 3.5% between steps for the main plan, and 4.5% between steps for the public safety plan. Standardized 4% between each grade and consistent 10 steps for each grade in the main employee plan.

It was noted that all Department Heads had reviewed the Job Table and the proposed Pay Plan for their department.

Josh Arnold commented that the proposed pay plan is compliant with the Civil Service Act and is legally defensible.

It was agreed that Board members would review the documents provided and email Tracy Hill with questions and requests for additional information. Responses to questions and requests will be provided prior to the next Board meeting scheduled for March 1, 2022.

ADJOURNMENT

With no additional business to come before the Board, the meeting was adjourned at 7:29 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Tracy Hill". The signature is written in black ink and is positioned above a horizontal line.

Tracy Hill, Secretary
Director of Human Resources