

Personnel Board Meeting

Zoom meeting

August 18, 2022 3:30 p.m.

MINUTES

Date: August 18, 2022
Time: 3:30 p.m.
Place: Zoom (recorded)
Present: Board Member Jim Collins
Board Member Floyd Collins

Others Present: Tracy Hill and Gretchen DiFante
Absent: Board Member Martina Winston

CALL TO ORDER

Tracy Hill called the meeting to order at 3:33 p.m.

RECORD OF ATTENDANCE

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

NEW BUSINESS

City Manager, Gretchen DiFante presented a draft job description and salary range for the position of IT Director. This position will replace the position of IT Manager.

After review and discussion, Jim Collins made a motion to approve and Floyd Collins seconded the motion. The job description and pay grade were approved.

City Manager, Gretchen DiFante presented a draft job description and salary range for the position of Assistant to the City Manager. This position will replace the position of Executive Assistant to the City Manager.

After review and discussion, Floyd Collins made a motion to approve and Jim Collins seconded the motion. The job description and pay grade were approved.

OTHER BUSINESS

Jim Collins requested a copy of an org chart for the City of Pelham. Tracy Hill agreed to send one electronically to Board members.

ADJOURNMENT

With no additional business to come before the Board, the meeting was adjourned at 4:00 p.m.

Respectfully submitted,



Tracy Hill, Board Secretary/Director of Human Resources