

MINUTES

BEXLEY CIVIL SERVICE COMMISSION MEETING

JANUARY 11, 2012

CONVENE: 4:30 PM

ROLL CALL: Mr. Nathans, Mr. Offenberg, Mr. Devine

OTHERS PRESENT: Beecher Hale

MINUTES:

MATTERS FOR CONSIDERATION:

Mr. Offenberg congratulated and thanked Mr. Nathans for the work on the Levy

Mr. Nathans: Thank you. It was a team effort on the levy. It successfully advocating for continued city services.

Mr. Offenberg: I can't imagine what city services would be like right now if you had not put the effort in. It was successful.

OLD BUSINESS:

Personnel Action Forms:

A) Tabled from July 13, 2011 meeting due to questions regarding the differences between the pay and the Memorandum of Understanding.

1) Gerald McCain, Water Service Worker to Water Department Foreman, \$26.60/hr., effective 1/1/11

2) Timothy Radcliff, Equipment Operator II to Street Department Foreman, \$26.60/hr., effective 1/1/11

Mr. Offenberg:

The first two items are:

Peter McCollomn and Arthur Murphy.

Understanding the memorandum we had seen before that was adopted by council.

Mr. Devine: Basically dealing with the pay raise. Step 3 to 4 and Step 2 to 3.

Mr. Offenberg: The only hold up that I know is the memorandum of understanding had not been fixed by council.

Mr. Nathans: We should move ahead with agreeing to those changes.

Mr. Offenberg: I just read them incorrectly. It was McCain and Radcliff and they were actually not a step. Gerald McCain went from water service worker to water department foreman. Timothy Radcliff went from Equipment Operator II to Street Department Foreman. The rates were renegotiated if I understand correctly.

Mr. Devine: That is what it was. Mr. Harvey renegotiated those rates with those people.

Mr. Offenberg asked if there was a discussion or a motion?

Mr. Devine: Motion to approve the personnel action forms for McCain and Radcliff.

Seconded by Mr. Nathans.

Voice Vote

All in favor

Yes - 3

No - 0

#### NEW BUSINESS:

##### Personnel Action Forms

##### A) Rate Changes

1) Peter McCollam, Police Officer, Step 3 to Step 4, \$26.24/hr (\$54,571.66/yr) to \$28.96/hr (\$60,231.11/yr) effective 10/19/11

2) Arthur Murphy, Off Probation, Step 2 to Step 3, \$14.00/hr to \$15.45/hr, effective 1/1/12

Mr. Offenberg: Next, personnel action forms for three changes for:

Peter McCollam, The Police officer, going from step 3 to step 4.

Arthur Murphy – has come off of probation – going from step 2 to step 3

The other four we have been aware of and have had various discussions.

Mr. Devine made the Motion to approve the personnel action form for Peter McCollam moving from step 3 to 4 in the police department.

Seconded by Mr. Nathans.

Voice Vote

All in favor

Yes- 3

No - 0

Mr. Devine made the Motion to approve the personnel action form for Arthur Murphy moving from step 2 to 3 in the street department.

Seconded by Mr. Nathans.

Voice Vote

All in favor

Yes- 3

No - 0

#### B) Promotions

1) Benjamin Vermaaten, From Police Officer to Sergeant \$76,277.59 to \$88,482.91 effective 12/9/11

2) Bryan Holbrook, From Sergeant to Captain \$88,482.91 to \$99,977.00 effective 12/9/11

3) Janet Houseberg, From Parking Control Officer \$55,276.26 to Dispatcher \$56,685.43 effective 1/2/12

Mr. Devine made the Motion to approve the personnel action form for Benjamin Vermaaten from Officer to Sergeant.

Seconded by Mr. Nathans.

Voice Vote

All in favor

Yes- 3

No - 0

Mr. Devine made the Motion to approve the personnel action form for Brian Holbrook promotion from Sergeant to Captain.

Seconded by Mr. Nathans.

Voice Vote

All in favor

Yes- 3

No - 0

Mr. Devine made the Motion to approve the personnel action form for Janet Houseberg, which is a transfer from the parking control office division to dispatcher.

Seconded by Mr. Nathans.

Voice Vote

All in favor

Yes- 3

No - 0

C) Separation

1) Marinda Lloyd, Building Department Assistant, Position eliminated for financial reasons, effective 11/4/11

2) Captain Robert Buty, Police Captain Retired effective 1/9/12

There was discussion regarding the personnel action form for Marinda Lloyd. The form was signed October 24, 2011 and effective November 4, 2011. It is marked as removed. The discussion was whether or not Marinda Lloyd was laid off or removed. In fact, her position was eliminated due to a budget constraint. She is already gone and does have another job.

Mr. Devine: Any pushback?

Mr. Hale: Not really. The building department is still going through some stressful times having to redistribute other work. She has found another job.

Mr. Devine: The only question that I have about this, in the separation column where they mark removed. Is it really technically a removal or a lay off? If there is a question about removal may or may not and if she is not concerned about it.

Mr. Hale: Lay off seemed more accurate to me.

Mr. Nathans: There is no option for a position being eliminated.

Mr. Offenberg: There is a (9 Other)see remarks. There would be the ability there to say position was eliminated.

Mr. Nathans: Removal means someone was removed from office. Layoff means that similarly, the position is still there, but this person is laid off for whatever reason there may be. More appropriate that forms are filled out exactly so there is a coherent record.

Mr. Offenberg asked if they would like to table the personnel action form for Marinda and send it back to Bill or whoever to fill out?

Mr. Devine: It may never come up but if you remove in some ways it may mean that you were removed from Auditor and it could be misunderstood.

Mr. Offenberg: It could be misunderstood. We are here to protect the employees and that is appropriate.

Mr. Hale: I can send out an e mail saying that Marinda is gone and for financial reasons. If the budget allows we could bring her back. She was the lead senior person. To me that means a lay off.

Mr. Nathans: The layoff would mean the position is no longer being filled. The position is still on the books but we do not have the money to fill the position.

Mr. Offenberg: The alternative is, the position was eliminated as far as the budget is concerned and implying that there is nothing to return to unless the budget allows.

Mr. Nathans: We should get some clarity on that, perhaps from the Mayor. If in fact the position itself is eliminated, I think that what would be extremely useful for us, and conversation with the Mayor and the President of City Council would be to have an organizational chart for the city with all

of the defined positions and all of the people who are occupying those positions.

Mr. Hale: I think it exists and might need some updating needed, to include this change.

Mr. Offenberg: We had one on the Charter Review and also on the Financial Group. Bill Harvey had created one.

Mr. Nathans: Would it be too much to ask for you to get your hands on one to help? That would help me see how all of these positions flow.

Mr. Offenberg asked if we need a motion to table the personnel action form for Marinda Lloyd.

Seconded by Mr. Nathans

Voice Vote

All in favor

Yes - 3

No - 0

Mr. Devine: Motion to approve the personnel action form that Captain Robert Buty retired.

Seconded by Mr. Nathans

Voice Vote

All in favor

Yes - 3

No - 0

Mr. Hale: I should have checked with the City Attorney first. I pulled out some information. Mr. Qualman does not have to be the Secretary, but he is the Clerk of Council.

Mr. Offenberg: I never thought of him as the Secretary.

Mr. Nathans: There was a line item with funds have been allocated for Civil Service operations correct. If we need to have someone else become the Secretary for the City, there should be funds to cover that.

Mr. Offenberg: The reason the Auditor was involved is because the auditor had a good understanding of the pay and status of employees.

Mr. Hale: Gary has delegated that role to me because I am here and understand and typically know what's going on. The function of secretary is where we kind of ran into a rub. Deb Maynard who used

to do it, no longer wants to do it. Then it was "here you go Gary, you need to find someone to record these minutes."

Mr. Offenberg: I will follow up on it. I suggest that it be on the agenda for the next meeting.

Mr. Nathans: The appointing authorities would attend the next meeting in case there is a question. Do we agree that would be useful?

Mr. Hale: Typically I do not know a lot about this one. You get from moving Janet Houseberg ...

Mr. Nathans: My understanding is that has been discussed thoroughly since the fall – whether that position has been eliminated...

Mr. Hale: I just used that as an example.

Mr. Offenberg: In regards to the police department actions, I would not have expected the Chief here tonight given the amount of input that we have had.

Mr. Devine: Do you have minutes? There weren't any in the packet.

Mr. Hale: The tape has been serving as the minutes.

Mr. Offenberg: That is the next step, Thank you.

Mr. Devine: I knew we had met since July.

Mr. Offenberg: Has the tape not been transcribed.

Mr. Hale: The tape is saved out on the Common Drive. It is a common drive that anyone on the city can look on.

Mr. Nathans: The tape still has to be transcribed right?

Mr. Hale: I do not know.

Mr. Nathans: Do you know the process on getting a secretary. Is the sound downloaded?

Mr. Hale: You can go listen to the audio of this meeting.

Mr. Nathans: Is it on the web?

Mr. Hale: No but we could have it put on the web.

Mr. Offenberg: Nor is there a copy that we have approved that is what we have discussed that would show if there were corrections. We should request that October's and this meeting be transcribed before our next meeting in April.

Meeting was adjourned at approximately 4:50 p.m.