



Non-Bargaining Unit Employees Personnel Board Meeting September 6, 2017

The City of Carbondale's Non-Bargaining Unit Employees (NBUE) Personnel Board held a regular meeting on Wednesday, September 6, 2017, in Conference Room A of the Civic Center, 200 S. Illinois Avenue.

1. Call to Order

The meeting was called to order at 3:03 p.m., by Chair Dave Chamness.

2. Roll Call

Present: David Chamness, Amber Ronketto, Harvey Welch, Chuck Vaught

Absent: Arnold Taylor

Also present: Human Resources Manager Tara Brown and Mike Hertz

3. Approval of Minutes

Change recommendation by Dave Chamness to correct section 4b of the meeting minutes from commendation to recommendation. Chuck Vaught noted number corrections within the minutes.

Motion was made by Amber Ronketto and second by Chuck Vaught to approve the minutes with noted corrections from the November 2, 2016 meeting. VOTE: All in favor - Motion passed.

4. Old/Unfinished Business

A. Revised NBUE Rules and Regulations

Approval of Chapter 13, Sec. 13-8, Funeral Leave to Bereavement Leave being approved by the board to forward for council approval.

Motion was made by Chuck Vaught and second by Harvey Welch to forward the Bereavement Leave Chapter 13, Sec. 13-8 for approval by Council. VOTE: All in favor - Motion passed.

Note: Arnold Taylor joined the meeting

5. New Business

- A. NBUE Board Chair and Vice-Chair election. Chuck Vaught nominated Dave Chamness for Board Chair and Amber Ronketto for Board Vice-Chair. Nomination second by Amber Ronketto. VOTE: Yes – Vaught, Ronketto, Taylor and Welch No – 0 Nominations approved

NBUE Elected Position due to the Jamie Trammel's resignation from the NBUE Board. Tara gave a brief overview of the final election which resulted in two runner ups. The Board reviewed Non-Bargaining Article III of the NBUE by-laws to discuss the election outcome. Runner-ups are Police Sergeant, Jarin Dunnigan and Administrative Secretary for Water Treatment Plant, Christina Kuhns.

- B. NBUE Appointed position selection. Chuck Vaught nominated Jarin Dunnigan for the appointed position for a three (3) year term. Dave Chamness second the nomination. Vote: Yes – Vaught, Ronketto, Taylor, Welch and Chamness; No – 0; Nomination approved
- C. NBUE Elected position selection. Amber Ronketto nominated Christina Kuhns for the elected position for a remaining two (2) year term. Chuck Vaught second the nomination. Vote: Yes – Vaught, Ronketto, Taylor, Welch and Chamness; No – 0; Nomination approved

The Board welcomed the newly elected member to the meeting. Christina Kuhns was present. Jarin Dunnigan was absent. Board members introduced themselves to Christina.

- D. Incentive to Attend Training Courses - Chapter 14 Section 14.2
Dave Chamness noted that the Board previously requested more information and clarification on the tuition reimbursement program. Tara Brown gave a brief overview of the reimbursement changes. Mr. Vaught noted that employees are required to take classes on their own time as outlined in Sec. 14 paragraph 2 of the policy. Amber Ronketto noted that there is also a grade requirement outlined with the new policy. Arnold Taylor asked about the reduction in the reimbursement percentage. Dave Chamness noted that the 75% change might be due to budgetary reason and the intent to get more employees involved will increase participation. Chuck Vaught asked if this program is tied to current positions. Amber Ronketto stated that it is outlined in Section D that the courses must enhance the employees' ability to perform in their position. The Board reviewed the policy revisions as it relates to the previous policy.

Motion made by Chuck Vaught to accept the policy revisions. Second by Amber Ronketto. Vote: Yes – Vaught, Ronketto, Taylor, Welch and Chamness; No – 0; All agreed to move forward for council approval.

- E. City Government Suggestion Award Program Initiative
This initiative was presented by the City Manager at a previous meeting. Dave Chamness noted that the structure of the program is outlined within the policy. Tara Brown noted that the initiative program is based on employees within pay grades 1 thru 7 presenting suggestions to the City Manager that results in financial savings for the city. The Board discussed the originality of program and the focus of how this program is structured to work. The Board wanted clarification that this program is geared toward all employees, should this initiative come out as a memorandum from the City Manager or established as a policy regulation by the non-bargaining unit.

F. Proposed Compensatory Time Policy

Mike Hertz (Assistant Fire Chief) gave a brief overview of the proposed compensation program which is aligned with the police officer comp time initiative to save the fire department money in overtime pay for Assistant Chiefs and Captains. The Board reviewed and discussed the NBUE Rules and Regulations on the basis of comp time being an option for non-bargaining employees with the City of Carbondale. Amber Ronketto noted Sec 13-1 under General Policy Leave of Absence. Tara Brown noted that comp time is not considered leave but a form of payment outlined under an established, managed and monitored plan which is allowed to be taken at time and a half or hour for hour for exempt employees. The Board would like to have confirmation that comp time is allowed, would this policy allow comp time for supervisors that do not receive overtime and should this policy apply to all department. Chuck Vaught noted that it should not be restricted to just one department.

G. Proposed Advance Notice Incentive – Resignation/Retirement - Chapter 13, Sec. 13-2

Mike Hertz gave an overview of the process and cost to bring on a new Firefighter when a Firefighter resigns or retires. The department must pay overtime to cover the shifts due to minimum staffing requirements outlined by the union contract for firefighters. Mike Hertz noted that this policy offers a \$5,000 incentive to the Firefighter with minimum five (5) years of employment resigning or retiring providing a six (6) month notice which could save the department about \$35,000 in overtime pay to cover shifts. The Board questioned the hiring process and time needed to bring a firefighter on. Mike Hertz noted that selection time has decrease due to an established eligibility list but if they have to attend the academy, it could take six (6) months to get them ready. Amber Ronketto noted that the process for Police takes longer than six (6) months and gave a brief overview of their process. Chuck Vaught asked about recent retirees. Tara Brown noted that our recent retirees gave enough notice to their supervisors to allow training for their replacements and we continue to incorporate cross-training within departments. The Board discussed the previous issues with the limited opportunities for other departments to be able to provide adequate training. Christina Kuhns noted that offering a sliding scale incentive within other departments based on the position would be a great initiative for all departments. The Board noted that this incentive would save the City money but should not be offered to just one department. Stan Reno noted that fire will always have to replace their positions and other departments have to do an assessment of the need for the position due to budget reasons. The Board would like clarification that this incentive applies only for the fire department which should come from the City Manager or an incentive for all departments that have training needs for new hires. Chuck Vaught ask if the City Manager could review other departments to see if this would be a cost savings throughout the City.

6. New Business

Dave Chamness asked about Employee Orientation. Tara Brown noted that the City had one about a year ago. Tara noted that the Human Resource department is looking into having a new hire orientation and working with other departments to get their feedback or suggestions on getting employees more involved.

Dave Chamness asked about feedback from Jamie Snyder (City Attorney) in reference to converting sick leave and vacation to VEBA accounts for Non-Bargaining employees as outlined in the police union contract.

7. Public Comments & Questions

8. Announcements

Next meeting will be held October 11, 2017 at 3:00 pm

9. Adjournment

Motion was made by Chuck Vaught and seconded by Dave Chamness to adjourn. Meeting adjourned at 4:20 p.m.

Submitted by:
Tara Brown, HR Manager

Approved by the Board: _____