



Non-Bargaining Unit Employees Personnel Board Meeting
August 28, 2019

The City of Carbondale's Non-Bargaining Unit Employees (NBUE) Personnel Board held a regular meeting on Wednesday, August 28, 2019, in Conference Room 103 of the Civic Center, 200 S. Illinois Avenue.

1. Call to Order

The meeting was called to order at 2:04 pm by Chair Dave Chamness

2. Roll Call

Present: Jarin Dunnigan, Dave Chamness, Chuck Vaught, Arnold Taylor, Corey Cawthon and Christina Kuhns

Also Present: Tara Brown

3. Approval of Minutes

Motion was made to approve the minutes by Chuck Vaught and second by Dave Chamness. VOTE: All approved; Motion passed.

4. Old Business

A. Member Elections

a. NBUE Members

Corey Cawthon was voted into the open elected position previous held by Amber Ronketto. Dave Chamness made the motion to vote Christina Kuhns into the appointed position previously held by Mrs. Kuhns. Chuck Vaught second the motion. VOTE: All approved; Motion passed.

b. Vice-Chairman

Chuck Vaught nominated Dave Chamness for the Vice-Chairman position. No other nominations received. Dave Chamness accepted the nomination to serve as Vice-Chairman. VOTE: All approved.

c. Chairman

Dave Chamness nominated Jarin Dunnigan to remain in the Chairman position. No other nominations received. Jarin Dunnigan accepted the nomination to serve as Chairman. VOTE; All approved.

Chuck Vaught noted that Gary Williams mentioned the make-up of the NBUE board. Gary Williams wanted representation from all departments within the City. Christina Kuhns asked if Gary Williams wanted representation from all departments or divisions. Christina Kuhns noted that the Board is well versed by adding Corey Cawthon. Tara Brown informed Corey Cawthon that he would receive the Open Meeting Act training to complete and forward the Certificate to the Human Resource office.

B. Mayor Appointed Member

Board reviewed the NBUE by-laws in reference to the qualifications for appointing a citizen from the community. The Board members noted that they must be a citizen within

being a member of NBUE board. The Board asked Tara Brown to check with the Mayor to see if he has anyone in mind for the appointed position or if the Mayor would like recommendations from the Board.

C. Employee Handbook

The Board members reviewed each page of the handbook and made corrections up to page 12. The Board agreed to meet next month to review the remaining pages of the handbook.

D. Longevity

The Board noted that the City Manager referenced incorporating longevity pay for non-bargaining employees. Jarin Dunnigan stated that the City Manager should consider reviewing all pay grades. Dave Chamness noted that grades 8 & 9 should be reconsidered because they have a higher pay range. Chuck Vaught noted that this will create separate classes. The Board ask Tara Brown to get a copy of the longevity report that the City Manager requested from finance in reference to the cost to incorporate longevity pay increases.

5. New Business

6. Public Comments & Questions

7. Announcements

Next meeting will be held September 26, 2019 at 2:00 pm

8. Adjournment

Motion was made to adjourn the meeting by Dave Chamness and seconded by Jarin Dunnigan.
Meeting adjourned at 3:50pm

Submitted by:
Tara Brown, HR Manager

Approved by the Board: _____