



## **Non-Bargaining Unit Employees Personnel Board Meeting March 18, 2021**

The City of Carbondale's Non-Bargaining Unit Employees (NBUE) Personnel Board held a regular meeting on Thursday, March 18, 2021, on Zoom

### **1. Call to Order**

The meeting was called to order at 2:06 pm by Dave Chamness.

### **2. Roll Call**

Present: Christina Kuhns, Arnold Taylor, Chuck Vaught and Corey Cawthon  
Jarín Dunnigan arrived late

Also Present: Tara Brown, Susie Toliver, Dan Reed, Megan Brightharp, Molly Maxwell and Kaprice Whittington

### **3. Approval of Minutes**

Christina Kuhns noted that "the" needed to be removed from the beginning of her statement under the approval of minutes. Dave Chamness noted that under old business line 5 from the bottom, board should be capitalized.

Motion was made by Arnold Taylor and second by Chuck Vaught to approve the February minutes with corrections. VOTE: All approved; Motion passed.

### **4. Old Business**

#### **A. Mayoral Appointed Position**

Tara Brown noted that she spoke with Faith Johnson in reference to the appointed position. Faith Johnson stated that she does not recall if anyone has been designated at this time. Tara Brown noted that the Board might have some recommendations for the Mayor. Dave Chamness noted that residency requirement has come up and it is codified that the appointee would have to be a City resident with voting rights. Dave Chamness stated that he would meet with Jarín Dunnigan to discuss reaching out to the Mayor.

#### **B. Upcoming Elections**

Tara Brown informed the Board that Jarín Dunnigan was going to discuss the election process and open positions for this election. The elections will be held in April and wanted to know how to proceed. Dave Chamness suggested an election for both years and asked Chuck Vaught if he had ever heard of a missed election. Tara Brown noted that we will need to ask Mr. Taylor if he would like to stay on as an appointed member and two positions are up for election which would be Dave Chamness and Jarín Dunnigan. Cory Cawthon and Christina Kuhns are up in 2022. Dave Chamness asked if the board has any suggestions. Arnold Taylor noted that he would like to stay on for another term. Christina Kuhns stated that Chuck Vaught would have been removed last year. Chuck

Vaught stated that he received a letter to stay on but could not remember. Chuck Vaught noted that he would like to stay on for another term. Dave Chamness suggested that we move forward with the election unless Jarin Dunnigan has another suggestion. Tara Brown noted that she would send out the information to conduct the election in April to become effective in May. Dave Chamness asked if we could utilize survey monkey. Tara Brown noted that she would check on that option and identify only non-bargaining employees.

Dave Chamness stated that if the guests have any questions that they could raise their hands. Jarin Dunnigan arrived at 2:31pm. Dave Chamness stated that we are going into new business and would go over the previous discussion from old business after the meeting.

## **5. New Business**

### **A. Discussion on Christmas Eve Holiday**

Jarin Dunnigan gave a brief overview of the previous discussion in reference to having the full day off or recognizing it on the observed day. Jarin Dunnigan also noted that the Holidays are aligned with employees working Monday thru Friday and it was brought to his attention that some supervisors and managers have to work if their employees are working on that day. Jarin Dunnigan noted that he met the City Manager, Finance Director and HR to discuss some of the concerns brought to him in reference to revising the policy. The Board members discussed the various issues and concerns expressed throughout the City in reference to the Christmas Eve Holiday. Jarin Dunnigan noted that he is making some policy suggestions and proposals to send out to the Board for their review. Jarin Dunnigan asked the Board members to check within their departments to see if they have any suggestions. Dave Chamness asked if there was any discussion on Christmas Eve as a full day. Jarin Dunnigan noted that it is still in discussion but the City Administration is open to ideas and looking at options. Megan Brightharp asked if employees that work on the half day of Christmas Eve would receive any other benefit for working on that day. Jarin Dunnigan noted that this is currently the policy to have to office open for a half day and this is still in discussion to have to full day off.

### **B. Discussion on Unused Vacation Leave Payout**

Jarin Dunnigan noted that it is almost May 1 and all unused vacation over 1 and ½ times your annual accrual will be paid out at the end of the fiscal year. Jarin Dunnigan noted that he received a number of questions in reference to the City extending the payout due to Covid restrictions and limited options to use vacation. The employees wanted to know if City would allow the employee to carry over instead of paying it out. Jarin Dunnigan noted that he had spoken with the City Manager and Finance but we just wanted some discussion from the Board or feedback from other employees throughout the City.

## **6. Public Comments & Questions**

Dan Reed asked the questions about vacation if it has already been approved. Tara Brown suggested that Dan continue as planned because nothing has been decided.

**7. Announcements**

- A. Recognize City Staff and Council for approving COVID-19 Sick Leave Expansion
- B. Employee Wellness Committee for the recent “Box Luncheon”

Next meeting – April 22, 2021

**8. Adjournment**

Motion was made by Chuck Vaught and seconded by Dave Chamness to adjourn. Meeting adjourned at 2:54 p.m.

Submitted by:  
Tara Brown, HR Manager

Approved by the Board: \_\_\_\_\_