



Non-Bargaining Unit Employees Personnel Board Meeting April 22, 2021

The City of Carbondale's non-bargaining Unit Employees (NBUE) Personnel Board held a regular meeting on Thursday, April 22, 2021, on Zoom

1. Call to Order

The meeting was called to order at 2:36 pm by Dave Chamness.

2. Roll Call

Present: Christina Kuhns, Arnold Taylor, Chuck Vaught, and Jarin Dunnigan
Corey Cawthon out on an inspection - arrived late

Also Present: Tara Brown,

3. Approval of Minutes

Christina Kuhns noted that under Old Business Section B, it should state that "Tara Brown informed the Board that Jarin" and add the guest, Megan Brightharp, and Molly Maxwell. Christina Kuhns and Dave Chamness noted the in New Business Section B, it should state 1 and ½ times your annual accrual.

A motion was made by Dave Chamness and second by Arnold Taylor to approve the March minutes with corrections. VOTE: All approved; Motion passed.

4. Old Business

A. Discussion on Christmas Eve Holiday

Jarin Dunnigan noted that the discussion for the Christmas Eve Holiday to be a full day off is still ongoing. Jarin Dunnigan asked the Board members to provide data or gather data from other municipalities to see if they give their employees a full day off for Christmas Eve. The Board discussed various options to review and information necessary to make a recommendation to the City Manager for Council to review the changes. Jarin Dunnigan asked if HR could provide the number of employees that take time off for Christmas Eve. Chuck Vaught suggested that we look at municipalities with a college population. The Board suggested checking with Charleston, DeKalb, Champaign, and Bloomington.

A. Mayoral Appointed Position

Jarin Dunnigan gave a brief overview of the requirements for the Mayoral Appointee. Jarin Dunnigan noted that the appointee would have to live in Carbondale. Jarin Dunnigan asked the Board members to make a recommendation of individuals that can bring a different perspective to the City. Jarin Dunnigan suggested that the Board reach out to employees from SIU, SIH, and/or local community leaders that have operational knowledge on policy and procedure. Chuck Vaught asked if we should start recruiting. Jarin Dunnigan asked the Board members to look for a new member to recommend to the Mayor.

5. New Business

A. Review Residency Requirements for Grade 8

Jarin Dunnigan reviewed the grade 8 pay policy and noted that there have been some concerns within the City to require some grade 8 employees to live in the City limits and others can live within the 9-mile radius. Jarin Dunnigan noted that allowing all grade 8 employees to live within the 9-mile radius would open up the option to higher qualified applicants with key skills and abilities to fill the grade 8 positions. The City is limiting the pool for applicants that could fill these positions. Chuck Vaught asked if the Board could receive a copy of the grade 8 positions to have a better understanding of what positions we are discussing. Jarin Dunnigan asked Tara Brown to forward a copy to the Board for review. The Board discussed various concerns about changing the residency requirements for grade 8 employees. Many of the Board members noted that they have heard other employees raising concerns about this requirement for some and not others. Corey Cawthon stated that this is a bigger issue but the City needs to make Carbondale more appealing for a family or an individual to move here. Jarin Dunnigan asked the Board to review this policy to see if we can make a recommendation to the City Manager to have the Council review the changes.

6. Public Comments & Questions

Tara Brown noted that she received a call from Sandy Litecky about the grade 8 discussion. Sandy Litecky noted that as a citizen of Carbondale, we want all City employees to live in the City limits.

7. Announcements

Jarin Dunnigan noted that HR received two nominations for Dave Chamness and Jarin Dunnigan. Tara Brown noted that the two open positions are for the two nominated individuals which would negate an election. Tara Brown suggested that we use Survey Monkey next year to get the message out to all employees. Jarin Dunnigan suggested that the Board conduct officer nominations at the next meeting.

Jarin Dunnigan announced that the City Council will vote at the next meeting to increase the vacation accruals for 15 and 20 year employees.

Next meeting – May 25, 2021

8. Adjournment

A motion was made by Dave Chamness and seconded by Arnold Taylor to adjourn. Meeting adjourned at 3:37 p.m.

Submitted by:
Tara Brown, HR Manager

Approved by the Board: _____