

Personnel Committee Meeting – January 29, 2019

The Personnel Committee of the City of Aledo met in Open Session in the Council Chambers of the City Hall building on January 29, 2019. Committee Chair BERTRAND called the meeting to order at 6:15 P.M. The roll was called, whereupon the following committee members answered present:

Aldermen ILA BERTRAND, JAY DOHERTY, and JIM HOLMES. Mayor CHRISTOPHER HAGLOCH.

Also present were MICHAEL CHAUSSE, Alderman, BARRY COOPER, Alderman, CHRIS KOPP, Alderman, CHRIS SULLIVAN, Interim City Administrator / Chief of Police, and JAROD DALE, City Clerk.

Minutes: Motion was made by ALD. DOHERTY and seconded by ALD. HOLMES to approve the Personnel Committee minutes of 01/29/18 as presented. A Unanimous voice vote followed in agreement.

Old Business: No Report.

New Business:

Discussion regarding a Clarification of Title of the Administrative Assistant for the City of Aledo Police Department: CHIEF Sullivan reported the current job description for the position to which Patti Mitchell is assigned is “Administrative Assistant”. During contract negotiations with the bargaining unit that represents the administrative staff, the Union agreed to allow Mitchell’s position to be a non-bargaining unit position. There are two conditions under which they agreed to that change. First, the title must be changed from “Administrative Assistant” to “Police Chief’s Administrative Assistant”. Second, any additional civilian employee hired by the Department as an administrative assistant, in addition to Mitchell, would be a member of the bargaining unit.

This change was requested by the City due to some of the job assignments of Mitchell’s position and the confidential nature of the position. Mitchell is required to be present for disciplinary meetings and takes notes for the Chief of Police during any meetings between the Union and the Department relating to grievances and disputes over contract language. The position also requires Mitchell to type or proofread investigations into complaints filed against officers, to handle internal investigation reports dealing with all City employees, to type transcripts of any recorded interviews of officers or employees under investigation, and to maintain the Department copies of all personnel file information.

The job description for the position will remain the same, with the exception of the title change, and the position to be an “exempt” position with a salary to be set.

Motion was made by ALD. Doherty and seconded by ALD. Holmes to update the clarification of title and to set a salary for Patti Mitchell and bring before the Aledo City Council for final approval. A Unanimous voice vote followed in agreement.

Discussion regarding an Amendment to the Employment Contract of Justin E. Blaser: At the request of Chief Sullivan, the City Attorney reviewed the employment agreement for the Director of Public Works. The agreement has a term commencing May 1, 2017 and provides (at Paragraph 5-J) that “Mr. Blaser shall obtain and maintain the ICC Commercial Electrical Inspector and ICC Commercial Mechanical Inspector” certifications within the first two (2) years of the term of employment.

After conferring with Chief Sullivan, the City Attorney recommended that the corresponding certifications for residential construction (as opposed to commercial construction) be substituted into the employment agreement. The reason for this change is that residential certifications are more practical and applicable to the duties of DPW. Commercial building permit applications are accompanied by plans that have been certified by a licensed architect or engineer, and are thus less likely to be problematic than residential plans, which do not require the review or certification of an architect or engineer.

The City Attorney drafted an amendment to the DPW Employment Agreement that substitutes residential for commercial certification requirements. CHIEF Sullivan requested the Committee and the City Council amend the employment agreement as presented.

Motion was made by ALD. Doherty and seconded by ALD. Holmes to amend the Employment Contract of Justin E. Blaser as presented and to forward to the Aledo City Council for final approval. A Unanimous voice vote followed in agreement.

Discussion regarding a Further Amendment to the City of Aledo Employee Handbook: CHIEF Sullivan reported the current employee handbook was revised and issued by the City of Aledo in October, 2011. There have been a number of changes in the way the City does business over the past several years. New state and federal statutes have also necessitated changes to existing policies and the addition of new policies.

City Staff began the process of reviewing each section of the handbook and making corrections and changes. That process began in late 2016 and continued through 2017. Each section of the handbook, and each suggested revision, was also reviewed by our labor attorney, Joshua Herman. Additional work continued on the update in

2018. Several new sections were added in 2018, and some that had already been reviewed were again updated.

The handbook was reformatted to be published with each section standing on its own. This will allow for future revisions, or the issuance of new sections, without requiring an entirely new handbook to be issued. Additionally, from this point forward, previous versions of updated sections can be maintained directly in the handbook for reference.

Copies of the current handbook, the updated version, were made available in the Council Room for the Committee meeting. City Staff to also research online options for employee access as well.

A consensus from the Committee to continue moving forward with the handbook update.

Discussion on Notification of Intent to Advertise for Seasonal Street Maintenance Worker Position: The Public Works department seeks approval from the Personnel Committee to continue the Seasonal Street Maintenance Worker position for F/Y 2019. A date was established for applicant returns and to be March 15, 2019. A hourly rate of \$14.00/hr was also established.

Motion was made by ALD. Holmes and seconded by ALD. Doherty to advertise the position of Seasonal Street Maintenance Worker as presented. A Unanimous voice vote followed in agreement.

With the resignation of Water Superintendent Matlick, the Committee inquired if a long-term strategy has been established for the water division. CHIEF Sullivan reported the Water/Wastewater Worker will need roughly two (2) years to obtain the Class "A" water operator license. The City reported they have entered into an agreement former employee Mark Blythe as a consultant in the interim period. This contract is intended to be a year-to-year contract. This will provide the Water/Wastewater worker time to see how he gets along in the water division.

The Committee suggested evaluations be completed. MAYOR Hagloch reported Blythe will take the lead role and mentor Mark Weeks while he completes his schooling. It was also noted if later this year the item needs to be re-addressed the City would then post job notices. Committee requested the staff evaluate after the completion of the Class "B" water operator testing is completed. Another option would be to outsource a Class "A" Water Operator as well.

CHIEF Sullivan provided an update regarding Contract Negotiation for the Police Union. CHIEF noted the union wants to drop the union members because PD currently has no

members. I.U.O.E. Local 150 would like to withdraw from the process but there a grievance currently outstanding. If the City agrees to pay each of the former employee's 1-day's pay this would settle the grievance. CHIEF reported the police department is planning to decertify.

ADJOURNMENT: There being no further business, motion was made by ALDERMAN HOLMES and seconded by ALDERMAN DOHERTY that the meeting be adjourned. Unanimous voice vote followed in agreement. Meeting was adjourned at 6:56 P.M.

Jarod M. Dale, City Clerk