

**MINUTES**  
**FEBRUARY 24, 2016**  
**NOON**

**FINANCE & PERSONNEL COMMITTEE**

Members in Attendance: Jeff Risner, Chair  
Patrick McGee, Member

Administrators and/or  
Other Elected Officials: President Knisely  
Mayor Patterson  
Service-Safety Director Horan Moseley  
Human Resources Director Galbraith  
Auditor Hecht  
Deputy Auditor Kreider

**Items Discussed:**

- Clemans-Nelson (non-union compensation plan)
  - Brian Butcher, General Manager – presented project overview – reviewed the methodology of point factoring – expanded the number of grades from 9 to 12 (see attached) – need to bring living wage scale to minimum
  
  - Risner – asked if employees are currently below wage plan
  - Butcher – there are 19 below, of approximately 70 positions
  
  - Butcher – presented a summary of implementation costs associated with plan variations (see attached) – recommended cost to minimum plus increases up to \$3 Cap with a 3-year implementation schedule – is more equitable for employee
  - President – seems reasonable
  - Auditor – noted that the actual implementation cost will be somewhat higher
  
  - Mayor – clarified that this would be a one-time elevation
  - Butcher – mid-point should be reached at 8 years
  
  - President – asked about plan administration and maintenance
  - Butcher – a plan administration manual with “best practices” will be created – maintenance plan: generally every 3-5 years the scale should be shifted – asking if the plan is still competitive? – what is the market paying for a similar position? – benefits? – the entire plan should be reviewed at least every 5 years for an internal equity analysis – class

descriptions, pay grades, point factoring, percentage and form of all increases, etc.

-Deputy Auditor – once compensation plan is in place understands that City should not increase minimum and maximum each year?

-Butcher – correct

-Butcher – establish class plan, as mandated by O.R.C. Section 124.14 (see attached) – details progression through employment, job families, and the 5 digits controls “bumping rights” in the event of layoff – Civil Service Commission must approve

-Auditor – asked who is on the Civil Service Commission

-Human Resources Director – Larry Payne, Rick Mayer, and Roxanne Groff, and Galbraith serves as secretary

-Butcher – noted that no current employee is red-lined, however, the Police Chief is at the maximum – may receive a lump sum amount equal to the general increase, as approved by City Council, is not intended to increase his/her base rate of pay

-Butcher – recapped – market sets the pay grades, it is a sound methodology – plan is equitable and fiscally responsible – noted several positions that warrant reclassification (must be approved by Municipal Civil Service Commission) – finally, the Administration has requested (4) new positions (see attached)

-Auditor – asked about overtime pay

-Butcher – exempt or non-exempt is up to elected officials

- Loan Documents

-Auditor – is in receipt of bond counsel documents for the pool

- Prior Year Expense

-Auditor – need legislation for 2015 medical costs that were billed incorrectly

#### **ITEMS NEEDED ON THE NEXT CITY COUNCIL AGENDA:**

1. Pool Note Issue
2. Prior Year Bill