



BOARD OF FIRE AND POLICE COMMISSIONERS
June 29, 2017 at 9:00 am.
Carbondale Fire Station #2
Meeting Minutes

1. Call to Order / Roll Call

The City of Carbondale Board of Fire and Police Commissioners held a meeting on Thursday, June 29, 2017 at Carbondale Fire Station #2, 401 North Glenview Drive. Chairman Kerry Braswell called the meeting to order at 9:10 a.m.

Roll Call

Present: Don Barrett, Kerry Braswell, Gerald Edwards, Harvey Welch, and Herman Williams

Absent: None

Acknowledgement of Guests

Also present were Deputy City Clerk Clair Hayes, Fire Chief Ted Lomax, Human Resources Manager Tara Brown and Fire Union representatives Charlie Nance and Bobby Williams.

2. Approval of Minutes from May 9, 2017 Meeting

MOTION: H. Welch moved, H. Williams seconded, to approve the meeting minutes from May 9, 2017. VOTE: All voted Aye. No Nays. Motion declared carried.

3. Approval of the 2016 Annual Report

Commissioner Welch indicated that his absences shown on the attendance report were excused and would like the report to reflect as such.

MOTION: H. Welch moved, H. Williams seconded, to approve the 2016 Annual Report with corrections and forward to the City Council for approval. VOTE: All voted Aye. No Nays. Motion declared carried.

4. Closed Meeting to Conduct Promotional Oral Interviews for Fire Captain and Police Lieutenant.

MOTION: G. Edwards moved, H. Welch seconded, that the Board hold a closed meeting for the purpose of discussing the appointment, employment, compensation, discipline, performance, or dismissal of specific employees pursuant to 5 ILCS 120/2(c)(1), specifically to conduct promotional oral interviews for Fire Captain and Police Lieutenant. VOTE: All voted Aye. No Nays. Motion declared carried. Open session recessed at 9:45 a.m.

There was no formal action taken as a result of the closed meeting. There being no further business to come before the Board, G. Edwards moved, H. Williams seconded, that the Board return to open session. VOTE: All voted Aye. No nays. Motion declared carried. Open session resumed at 1:31 p.m.

According to the current rules and regulations of the current fire captain promotional process the oral interview scores of the Fire Captain candidates needs to be tallied in front of the union representatives. For the sake of time, the Board briefly returned to open session in order to calculate the oral interview scores so the union representatives may excuse themselves from the rest of the meeting.

MOTION: H. Welch moved, G. Edwards seconded, that the Board hold a closed meeting for the purpose of discussing the appointment, employment, compensation, discipline, performance, or dismissal of specific employees pursuant to 5 ILCS 120/2(c)(1), specifically to conduct promotional oral interviews for Fire Captain and Police Lieutenant. VOTE: All voted Aye. No Nays. Motion declared carried. Open session recessed at 1:45 p.m.

There was no formal action taken as a result of the closed meeting. There being no further business to come before the Board, G. Edwards moved, D. Barrett seconded, that the Board return to open session. VOTE: All voted Aye. No nays. Motion declared carried. Open session resumed at 2:21 p.m.

5. Citizens' Comments

Police Chief Jeff Grubbs expressed appreciation to the Board for the Lateral Entry program. Recently, through this program, the Police Department was able to hire five lateral entry candidates. He stated that without the lateral entry program the department's staffing would be decimated.

Chief Grubbs also stated that he would like the Board to consider revising the entry level examination education requirement so that it can be substituted for military experience.

6. Board Comments - None

7. Adjournment

Meeting adjourned at 2:41 p.m.

Clinette C. Hayes, Deputy City Clerk

Approved by the Board on _____



BOARD OF FIRE AND POLICE COMMISSIONERS
August 3, 2017 at 9:00 am
Carbondale Civic Center; Room 112
Meeting Minutes

1. Call to Order / Roll Call

The City of Carbondale Board of Fire and Police Commissioners held a meeting on Thursday, August 3, 2017 at the Carbondale Civic Center, 200 South Illinois Avenue. Chairman Kerry Braswell called the meeting to order at 8:56 a.m.

Roll Call

Present: Don Barrett, Kerry Braswell, and Herman Williams

Absent: Gerald Edwards and Harvey Welch

Acknowledgement of Guests

Also present were Deputy City Clerk Clair Hayes, Fire Chief Ted Lomax, and Police Chief Jeff Grubbs.

2. Certify the Promotional Examination Results for Police Sergeant, Police Lieutenant, and Fire Captain

It was explained to the Board that they are certifying the results of the Police Sergeant and Lieutenant promotional examination and the preliminary results for the Fire Captain promotional examination. It was noted that the preliminary listing is valid for 10 days in which an eligible Fire Captain candidate may add military preference points. Upon expiration the listing will be finalized with any adjustments if necessary.

MOTION: H. Williams moved, D. Barrett seconded, to certify the promotional examination results for Police Sergeant and Police Lieutenant as well as the preliminary promotional examination results for Fire Captain and any subsequent promotional examination results listings for Fire Captain.
VOTE: All voted Aye. No Nays. Motion declared carried.

3. Citizens' Comments

Police Chief Jeff Grubbs briefly explained to the Board the assessment center's process for promotional examinations for Police Sergeants and Lieutenants.

4. Board Comments - None

5. Adjournment

Meeting adjourned at 9:16 a.m.

Clinette C. Hayes, Deputy City Clerk

Approved by the Board on _____

Carbondale Public Library Board of Trustees

Wednesday, July 12, 2017

4:30 p.m.

Meeting Room

405 West Main St.

MINUTES

Call to order.

Called to order at 4:30 p.m.

Roll call.

Introductions, audience and visitors. Visitors are asked to introduce themselves at this time and present any issues they wish to discuss. Visitors wishing to address specific agenda items will be granted two to five minutes at the discretion of the President, not to exceed a total of twenty minutes. The Library Board may cut short any comments that are irrelevant, repetitious, or disruptive. (Id. at 1425-26).

Present.

Philip Brown, President

Barbara Levine, Vice President (1)

Joyce Hayes, Secretary

Roland Person

Julian Pei

Harriet Simon (2)

Sharifa Stewart (1)

Susan Tulis (1)

Absent.

Don Prosser, Treasurer (2)

The number following the Trustee's name indicates the number of absences this fiscal year.

Staff present.

Diana Brawley Sussman, Library Director

Gwen Hall Grosshenrich, Finance Manager

Visitors present.

None.

President's report.

The board congratulates Diana Brawley Sussman on her Illinois Librarian of the Year Award: "Diana, we are exceedingly proud of you. Certainly all of us realize what an outstanding librarian and administrator you are. And that your heart and mind are consistently in the right place. Throw in your very pro-active, forward-thinking approach, and you have a highly regarded director. Diana, receiving the ILA honor is confirmation of your remarkable ability and achievement."

Secretary's report.

1. Approval of June 14, 2017 minutes. Susan Tulis made a motion to approve the minutes. Roland Person seconded. MOTION passed unanimously.

Correspondence and communications.

None.

Financial report.

1. Approval of bills payable up to and including bills due July 16, 2017 to August 15, 2017. Bills include masonry work. Philip Brown moved to pay the bills. Harriet Simon seconded. MOTION passed

unanimously.

2. Acceptance of the financial report for June 2017. The Finance Manager reported that we have finished out the grant cycle for this year's Project Next Generation. Julian Pei moved to accept the financial report. Joyce Hayes seconded. MOTION passed unanimously.

Librarian's report.

1. Building and grounds maintenance. Reviewed progress of masonry work.

2. Illinois Public Library Annual Report (IPLAR). Reviewed the report, noting the following statistics:

What's up:

- Total annual visits/attendance in the library: **FY16** 107,884; **FY17** 127,679
- Total reference transactions: **FY16** 45,487; **FY17** 47,535
- Number of Internet sessions: **FY16** 27,169; **FY17** 27,273
- Total number of programs: **FY16** 429; **FY17** 542
- Total program attendance: **FY16** 7,660; **FY17** 8,354

What's down:

- State revenue down \$21,849. **FY16 Per Capita Grant** \$32,378; **FY17 Per Capita Grant** \$19,967. **FY16 Replacement Tax** \$46,843; **FY17 Replacement Tax** \$37,405
- Total number of materials loaned: **FY16** 140,963; **FY17** 138,486
- Total number of unexpired registered users: **FY16** 3,131; **FY17** 2,885 (There are two ways to count these numbers, so these statistics appear lower than we believe they are).

The board discussed ways to improve card registration, as many users do not have cards, but attend programs, and use the computers as guests. Philip Brown suggested that we encourage program attendees to register for library cards.

3. Other. We had excellent programmatic success in partnership with WSIU and the Rainbow Café for the Real Boy program.

Committee reports.

None.

Unfinished business.

None.

New business.

None.

Other.

None.

Adjournment.

Adjourned at 5:03 p.m.

Next Board Meetings for 2017 (all in Public Library meeting room, 4:30 p.m., second Wednesday of each month): August 9, September 13, October 11, November 8, December 13.

Respectfully submitted:

Joyce Hayes, Secretary

Prepared by: Diana Brawley Sussman, Library Director



Non-Bargaining Unit Employees Personnel Board Meeting November 2, 2016

The City of Carbondale's Non-Bargaining Unit Employees (NBUE) Personnel Board held a regular meeting on Wednesday, November 2, 2016, in Conference Room A of the Civic Center, 200 S. Illinois Avenue.

1. Call to Order

The meeting was called to order at 3:05 p.m., by Chair Dave Chamness.

2. Roll Call

Present: David Chamness, Jeffrey Doherty, Sandy McCoy, Amber Ronketto, Chuck Vaught, Jamie Trammel

Absent: Harvey Welch

Also present: Administrative Services Director/Human Resources Manager Deborah McCoy, John Wallace, and Thomas Kyle.

3. Approval of Minutes

Motion was made by Amber Ronketto and seconded by Chuck Vaught to approve the minutes of the August 3, 2016, meeting. VOTE: Yes - Chamness, Doherty, S. McCoy, Ronketto, Vaught, Trammel. No – 0.
Motion passed.

4. Old/Unfinished Business

A. Revised NBUE Rules and Regulations

There was discussion as to the revision of the NBUE Rules and Regulations, Grievance Procedure – Chapter 11, Sec.11-1 to 11-3, Vacation – Chapter 13, Sec. 13-2C, Funeral Leave-Chapter 13, Sec. 13-8 and Employment Development – Chapter 14, Sec. 14-2 being approved by council. Note to have all members incorporate in handout to replace old version.

- a. Jeff Doherty questioned if the proposed recommendations to the grievance procedure was approved by administration.
- b. Deb McCoy noted that yes, Administration approved the recommendation of the definition of a grievance by the Personnel Board. Administration approved the additional process to use a form to file a grievance but the language remained the same.

B. Orientation Update

Debra McCoy stated that there will finally be an Employee Orientation that will be held on Thursday December 8, starting at 8:15 am and last until about 4:45 pm. The morning session will consist of a meeting with the City Manager, Department Heads and a tour of the City facilities. Lunch will be provided and second session will cover benefits. Blue Cross and Blue Shield and AFLAC representatives will speak to employees, Nationwide unable to be here to discuss deferred comp.

The Wellness Committee, Benefits Committee and Employee Recognition Committee will also speak with the employees. Deb noted that it would be nice if the Personnel Board could give the welcome at 8:15 am. Any members that can attend to have an opportunity to meet those employees that began employment during the year of 2016.

- a. There was discussion in reference to accommodation for 2nd and 3rd shift employees. Deb noted per the City Manager; orientation is mandatory unless extenuating circumstances arise. Those individuals from 2nd and 3rd shift will receive overtime pay for attending.
- b. John Wallace asked if orientation was only for regular employees. Deb noted that orientation was not for seasonal part-time but permanent part-time employees could attend. Also, noted that the City is aware and working on providing an orientation for existing employees that would like to receive the same information.

5. New Business

A. Residency Boundary Requirement

Sandy McCoy stated that employees have questions about several employees that live outside of the 9 mile boundary and the six (6) month is not being enforced. Also, noted that she has a list of employee allegedly not living within the boundary requirements.

There was discussion about numerous employees living outside of the 9 mile boundary and comments that in the past; employees were terminated if they did not move or refused to move with the 9 mile boundary. Noted that the City of Carbondale employment application gives notice and outlines to all applicants of the residency requirements as a condition of continued employment. Comments were made in reference to employees having difficulty selling their homes; which is not a condition of employment. There is a six (6) month hardship extension that is authorized by the City Manager. Amber Ronketto noted that the City is losing applicants due to the residency requirements. The Board discussed the various issues and ways to address the issues. Deb McCoy noted that the residency requirement should be enforced. Dave Chamness suggested that this issue be referred to the City Manager to give direction to the human resource department. Dave Chamness also noted that the NBUE minutes will be reviewed by Council and this discussion will go forward for approval and notified of this discussion

6. Old Business

Jeff Doherty referred back to old business; noting that the Council amended the wording for Funeral Leave expanded in reference to circumstances and travel.

The Board discussed the various issues with three (3) consecutive days verses three (3) days to be taken within a fourteen (14) day time period from the time of death. Various comments in reference to the misuse of leave, requiring documentation and the inconsistency of how leave is granted throughout the City.

Jeff Doherty referenced the June 24, 2015 NBUE minutes referencing Funeral Leave was changed to Bereavement leave; the policy was proposed and approved but should have been moved forward with no language changes. Deb noted that the Funeral and Bereavement Leave did not go to council for approval.

Jeff Doherty made the motion to recommend amending Bereavement Leave Chapter 13 Sec. 13-8 as follows; calling it Bereavement Leave with three (3) days granted within fourteen (14) days of the death. Amber Ronketto second the motion. Vote: All voted Yes.

Dave Chamness asked for other items of new business or old business.

7. New Business

Dave Chamness noted the concern about getting information to the staff and how to apply for the Educational Assistance.

Dave Chamness asked if the Board received feedback from the City Attorney in reference to converting vacation to VEBA accounts being established.

8. Public Comments & Questions

John Wallace referenced the recent changes to the Rules and Regulations changes made by NBUE. Request that notification of changes be sent to all employees.

- a. Deb McCoy noted that changes that have been approved by Council will be sent to each employee and changes to Bereavement Leave will go to Council.

Thomas Kyle had a question on vacation leave accumulation limit of one and one-half (1 ½) times the amount of vacation leave for new hires.

- a. The Board discussed issues and concerns with the Vacation Leave policy in reference to new hires but noted the reasons for the vacation accumulation limits; as well as options for new hires if they need time off for unforeseen circumstances.
- b. Dave thanked Thomas for his comments.

7. Announcements

Next meeting will be held February 8, 2017 at 2:00 pm

8. Adjournment

Motion was made by Amber Ronketto and seconded by Jamie Trammel to adjourn. Meeting adjourned at 4:15 p.m.

Recorded by:
Deborah McCoy, Administrative Services Director & HR Manager

Submitted by:
Tara Brown, HR Manager

Approved by the Board: _____