



## **Non-Bargaining Unit Employees Personnel Board Meeting January 10, 2019**

The City of Carbondale's Non-Bargaining Unit Employees (NBUE) Personnel Board held a regular meeting on Thursday, January 10, 2019, in Conference Room 103 of the Civic Center, 200 S. Illinois Avenue.

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

The meeting was called to order at 9:05 am by Chair Jarin Dunnigan.

### **2. Roll Call**

Present: Jarin Dunnigan, Dave Chamness, Amber Ronketto and Christina Kuhns

Also Present: Tara Brown, Alicia Jackson and Amy Spiller

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

Jarin Dunnigan noted that Dunnigan has 2 N's. Motion was made by Dave Chamness and second by Amber Ronketto to approve the minutes with corrections from the meeting. VOTE: All approved; Motion passed.

### **4. Old/Unfinished Business**

#### **A. Employee Orientation and Onboarding**

Alicia Jackson and Amy Spiller gave an overview of the plan of action for the employee onboarding video. Alicia Jackson presented an outline for the board review and highlighted each section of the outline. Alicia Jackson noted that the video will be simple and engaging to provide some information about The City of Carbondale and give insight on the benefits we offer our employees. The video will start out with a welcome and department introduction by Gary Williams, explanation of benefits by Tara Brown and Gary Williams will close out the video. Amber Ronketto noted that all applicants will meet with Tara Brown to go over benefits. Alicia Jackson noted that this is for applicants and employees will receive the video and paperwork before meeting with HR. Christina Kuhns noted that it would be a plus to mention the different supplemental plans offered. The Board provided suggestions and input on the video. Tara Brown asked that the video be approved by the board before release. Jarin Dunnigan noted that the website is a good idea and suggested putting it on the website.

#### **B. Evaluations**

The Board suggested preparing questions for the City Manager to have before meeting with him to discuss the purpose of the recent evaluations and future merit or longevity increase option for non-bargaining employees. Jarin Dunnigan suggested that questions should be submitted by February 15, 2019. The Board asked Tara Brown to forward a copy of the Evaluation, Core Values and Vision 2020 to be able to prepare questions for the next meeting.

**5. New Business**

A. Employee Handbook Review

The Board discussed the options of finalizing an employee handbook for all City employees. Jarin Dunnigan noted that the employee handbook would not be a thesaurus but a general overview of the city guidelines, just as the policies and procedures are the rules set for all City employees. Jarin Dunnigan asked Tara Brown to send out an electronic copy. Dave Chamness suggested sending the copy with the track changes turned on. Jarin Dunnigan noted that the handbook can be broken down into 3 sections, which the board can review 20 pages at a time to submit the corrections to Tara Brown by March 1, 2019. Tara Brown noted that we can review the suggested corrections at the next meeting.

**6. Public Comments & Questions**

No guests attending. Tara Brown noted that the meeting notices are going out to the departments. Jarin Dunnigan stated that the employees gave positive feedback on receiving the meeting notification. Tara Brown noted that getting the agenda out would peak interest and employees will start attending the meetings

**7. Announcements**

Tara Brown noted that we received an email from Mrs. Welch notifying the NBUE committee that Mr. Harvey Welch was resigning from the board effective immediately.

The board discussed alternating meeting to accommodate the work schedules for Amber Ronketto and Arnold Taylor. Next meeting will be held March 14, 2019 at 9:00 am

Dave Chamness suggested that the board recognize Mr. Welch for the years of service on the board. Jarin Dunnigan noted that the NBUE committee would like to present Mr. Welch with a gift and certificate for years of service on the NBUE committee.

**8. Adjournment**

Motion was made by Dave Chamness and seconded by Amber Ronketto to adjourn. Meeting adjourned at 10:20 a.m.

Submitted by:  
Tara Brown, HR Manager

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