



Non-Bargaining Unit Employees Personnel Board Meeting April 11, 2019

The City of Carbondale's Non-Bargaining Unit Employees (NBUE) Personnel Board held a regular meeting on Thursday, April 11, 2019, in Conference Room 109 of the Civic Center, 200 S. Illinois Avenue.

1. Call to Order

The meeting was called to order at 2:06 pm by acting Chair Dave Chamness

2. Roll Call

Present: Dave Chamness, Christina Kuhns, Chuck Vaught and Arnold Taylor

Also Present: Tara Brown and Gary Williams

Jarin Dunnigan arrived at 2:21 pm

3. Approval of Minutes

Motion was made to approve the minutes by Christina Kuhns and second by Chuck Vaught. VOTE: All approved; Motion passed.

4. Old/Unfinished Business

A. Employee Evaluation Discussion

The Non-Bargaining committee sent questions to Gary Williams in reference to new employee evaluation structure and overall outcome in changing the evaluations. Gary Williams gave a brief overview of why we changed the employee evaluation structure. Gary Williams noted that after polling the employees, we developed our core values. The employees put emphasis on accountability, integrity and fairness. The employees wanted to know where they fit in with the City's organizational structure and how they are doing. Gary noted that he was told by a few employees that received promotions and a few in positions that had not had an evaluation in over 10 years which is a disservice to the employee. We revised the evaluation to emphasis the core values and outline the vision we want the employees to embody as a part of the organization. Gary noted that we are not rigid on the evaluations and stated that we are working with various departments to align more job specific questions to the evaluations. Gary Williams noted that if the board wanted to assist with realigning the question to be job specific. Dave Chamness noted that departments have standard operating procedures (SOP's) that are required and each department can develop the job specific questions to present to HR for approval from the City Manager. Gary Williams noted that the City now has Christy Green to conduct mandatory annual Safety Training through links and videos which was not being done on a consistence basis. Gary Williams noted that the next question was in reference to merit pay. Gary Williams noted that he has looked into merit based raises, as well as researched other municipalities systems but could not find where in the public sector, a merit based system can be fair and not bias. The Board discussed the previous step process, the current structure of the grade system and

union longevity pay structure. Christina noted that she did not receive an evaluation for the five years with the City and that she wanted to know how she is doing. Christina Kuhns noted that based on longevity that by the fifth year, an employee not meeting job requirements should not be here. Also, if other employees are saying the same thing about the employee, there is a problem. Gray Williams noted that longevity rewards some employees for just coming to work and we want to build a new culture at the City. We want employees with positive attitudes that want to come to work. Gary Williams talked about the 360 evaluation and the problems with the overall evaluation process. Dave Chamness noted that supervisors might need training on how to address problems and start the paperwork, like the public work supervisors receive at Illinois Public Service Institute. Dave suggested evaluating the department and not just the supervisor. Gary Williams stated that the City tried to use an employee survey to gather information and get feedback from the employees but the employees were afraid of being identified from the first survey and singled out from the second surveyed. Jarin Dunnigan apologized for being late but referenced the evaluations and his concerns with how the evaluations are related to a merit increase. Tara Brown gave Jarin a brief overview of what had already been discussed to provide him with information up to the point of his arrival. Gary Williams suggested that Jeff Davis do a budget analysis to see how much it would cost the City currently if we incorporated longevity for the next 20 years. Chuck Vaught noted that merit can be cut out of the budget but longevity cost would not affect everyone.

B. Employee Handbook

The Non-Bargaining committee members noted that the rough draft was very cumbersome and wanted to provide the employees with general information about the City of Carbondale. Jarin Dunnigan suggested that we take a sample handbook and use that as an example to work from. Tara Brown noted that we have a few handbook samples from other municipalities and would work on simplifying the current handbook draft for review at the next meeting. Chuck Vault suggested that we include the hierarchy chart of the organization for those that might not understand how the City operates. Christina Kuhns noted that the cartoon map “Who do you Call sheet”, would be very beneficial to add in the handbook for those that need to reference what department can assist with issues, concerns or problems. Tara Brown noted that she would have a rough draft ready for the next meeting.

5. New Business

No New Business

6. Public Comments & Questions

New Mayor Appointed Member – Tara Brown noted that no one has been assigned
Update the Contact List
Board Election – Discuss at the next meeting to review By-laws and expired terms

7. Announcements

Next meeting will be held June 13, 2019 at 9:00 am

8. Adjournment

Motion was made to adjourn the meeting by Dave Chamness and seconded by Chuck Vaught.
Meeting adjourned at 3:48 p.m.

Submitted by:
Tara Brown, HR Manager

Approved by the Board: _____