

## Personnel Committee Minutes

Honorable Council  
City of Newark, Ohio  
October 5, 2020

There was a meeting of the Personnel Committee in Council Chambers on Monday, October 5, 2020 following the Service Committee with these members in attendance:

Ryan Bubb - Chair  
Mark Labutis Vice-Chair  
Sean Fennell  
Dee Hall  
Jonathan Lang

We wish to Report:

1. Consider **20-31** AN ORDINANCE AMENDING THE POSITION CLASSIFICATION, PAY RANGE AND DEPARTMENT AUTHORIZATION TABLES OF THE CITY OF NEWARK, DEPARTMENT OF Public Safety, DIVISION OF Police BY CREATING THE CLASSIFICATIONS OF Secretary 2 and Detective Bureau Clerk/Analyst, AND SETTING THE COMPENSATION THEREFORE

**HR Director Bill Spurgeon** – Chief Baum has had an opportunity to review his workforce and his mission and he believes, the appointing authority agrees and I concur that these two positions are appropriate. Position number one would be a Secretary 2 which would service the Chief of Police and the second position is a Detective Bureau Clerk. In the detective bureau, we had a clerk who had retired. They wish to add some additional duties to that position, secure data bases such as OLEG and LEEDS and they want a background check. So, I've engaged our business partners in the bargaining unit, we believe taking that position from a 28 to a 31 is fair to capture those additional duties and responsibilities and urge your support.

**Mr. Lang** – If you could, help me understand the net impact to the budget and how we're going to sort that out.

**Director Spurgeon** – I believe the administration has some plans for an existing position of Secretary 2, so I believe that will be revenue neutral. On the Detective Clerk Analyst I believe you're looking at about 90 cents on the hour from the 28 to the 31 pay range, so, rough math, a couple thousand dollars, 25 percent roll-ups, I'm going to say about \$3k annual impact. Chief Baum has assured us that he has those funds I've purposely not brought forth positions to be abolished for two reasons. Number one, it's my understanding that our positions have been created historically, that never made it into the new accounting system and I believe it's appropriate as our appointing authority has agreed, to come back during a budget discussion. So, I'm merely asking you to create the positions, you'll have a second opportunity to review the Mayor's budget and approve or disapprove the funding of the same.

**Motion to send to full council by Mr. Lang, second by Mr. Labutis, motion passed 5-0**

2. Consider **20-32** AN ORDINANCE AMENDING THE POSITION CLASSIFICATION, PAY RANGE AND DEPARTMENT AUTHORIZATION TABLES OF THE CITY OF NEWARK, DEPARTMENT OF Public Safety, DIVISION OF Fire/EMS BY CREATING THE CLASSIFICATION OF Administrative Specialist, AND SETTING THE COMPENSATION THEREFORE

**Director Spurgeon** – This is Department of Public Safety, division of Fire, Chief Connor has had a historical challenge. He's had two positions he needs a work done, but he does not feel nor do I believe our appointing authority believes he needs two spots to do that. We worked hard, engaged our business partners in the bargaining unit and combined both of those positions, so the idea is he has an Account Clerk One,, who he believes and we agree can function also, I don't want to say as a secretary, but can do the jobs of both. So, I believe Chief Connor will come back through the administration and very likely talk about abolishing the Secretary position, but the idea all along is let's combine them and get with the bargaining unit to decide what's fair When you look at the impact of this, we are going from a 21 to a 35, but based on the work, the skill set and the services offered the bargaining unit believes and I agree that that is fair and urge your support.

**Mr. Lang** – Same question as before regarding net impact to the budget.

**Director Spurgeon** – This is about twice what it was in the Police Department. It's about \$2.15 per hour, at two thousand hours a year we come out just north of \$4k, another 25 percent on benefits and roll-ups about \$5k annual impact. Again I've had some conversation with appointing authority Chief Connor and I feel very comfortable that he has the funds to do that.

**Motion to send to full council by Mr. Lang, second by Mr. Labutis, motion passed 5-0**

3. Consider **20-33** AN ORDINANCE AMENDING THE POSITION CLASSIFICATION, PAY RANGE AND DEPARTMENT AUTHORIZATION TABLES OF THE CITY OF NEWARK, DEPARTMENT OF Public Safety, DIVISION OF Property Maintenance BY CREATING THE CLASSIFICATION OF Property Maintenance Inspector, AND SETTING THE COMPENSATION THEREFORE

**Director Spurgeon** – Property Maintenance currently in their authorization table, which is there for your convenience, have a Property Maintenance Inspector Analyst. When I was the appointing authority, I had asked your support and you were kind enough to create that. I had an asset that had very high level accounting skills. What I've learned since returning as your HR Director is that position has not been filled. So again, engaged our business partner in the bargaining unit as well as with the command staff we wish to capture some of those analytical duties but not all of them so this will have some cost savings. The analyst is a 38 pay range, this is a 34 so, we urge the committee's support.

**Mr. Harris** – On this particular one, I wanted to see another Property Maintenance person for this position. It seemed like they had a number of issues and they couldn't keep up. I talked with the administration and the HR Director and it seems like we're going to find the money to create this position and I think it will help all of us and make our city better all around, so, I hope we can pass this on. Thanks.

**Motion to send to full council by Mr. Lang, second by Mr. Labutis, motion passed 5-0**

**Ms. Hall** – I'm trying to put all of this together. This individual will have the same responsibilities as Joe Paul, with the ability to go in and inspect?

**Director Spurgeon** – This is a bargaining unit position where the supervisors' is not. This will have full inspection capability across our great city, where some of those positions' there is some grant funding dynamics where they can't, they're restricted. It was never the intention that I'm aware of to try to come back and abolish that analyst position, so the savings to the citizens is that position has never been funded. That's the position that you supported when I created, but to be clear, bargaining unit position, this will be a 34 because there's just a little bit involved, run reports, some metrics, that type of thing the director and Joe felt and I agreed was important to keep in the position.

4. Other items at the discretion of the Chair.

a) Discussion regarding **Ordinance No. 20-16-C** that was Tabled at the 9-21-20 meeting.

**Mr. Bubb –Ordinance No. 20-16-C** AN ORDINANCE SETTING COMPENSATION AND STATING POLICY WITH RESPECT TO CERTAIN POSITIONS WITHIN THE OFFICE OF THE CLERK OF THE LICKING COUNTY MUNICIPAL COURT OF THE CITY OF NEWARK, OHIO AND REPEALING ALL ORDINANCES AND RESOLUTIONS IN CONFLICT

**Clerk of Courts, Marcia Phelps** – I believe I forwarded to everyone and I hope you all received it, the email with the answers to the questions that were presented at the last meeting. You wanted to know who has left and where they went to. The other thing was a copy of the impact. We gave you a spreadsheet with longevity, which is the total impact and then without longevity. I'm sure you all understand what the longevity means, right?

**Mr. Lang** – I just have one question, you had sent along the list of employees that had left, I just want to clarify, it looked like the list was mainly 2019 and 2020. I was trying to figure out who left in 2017 and 2018, I wasn't sure if that was included.,

**Ms. Phelps** – There weren't any in those years.

**Mr. Marmie** – I can't make the motion because I'm not on the committee, but I would like to go into Executive Session to discuss a couple of items.

**Director Sassen** – e need to know what the basis is for Executive Session before you can.

**Mr. Marmie** – The basis of Executive Session is Personnel matters.

**Director Sassen** – I don't think that's a legitimate basis for Executive Committee.

**Mr. Marmie** – I think HR Issues and Personnel Matters we've always had executive session.

**Director Sassen** – Not salary issues

**Mr. Marmie** – It's not a salary issue, it's and HR issue that needs to be discussed in executive session.

**Motion by Mr. Lang to move to Executive Session, second by Ms. Hall**

**Ms. Phelps** - I am included in this Executive Session since it's my proposal?

**Mr. Bubb** – That's a good question. What we will do in this Executive Session, since it pertains to your department, it will include all council members and the administration, along with the Clerk of Courts. Everyone else will have to leave the Council Chambers.

**Motion to go to Executive Session passed 5-0,**

**Motion to adjourn Executive Session by Mr. Lang, second by Mr. Labutis, passed 5-0**

**Mr. Bubb** – We will continue with the Personnel Committee meeting. **Ordinance No. 20-16-C AN ORDINANCE SETTING COMPENSATION AND STATING POLICY WITH RESPECT TO CERTAIN POSITIONS WITHIN THE OFFICE OF THE CLERK OF THE LICKING COUNTY MUNICIPAL COURT OF THE CITY OF NEWARK, OHIO AND REPEALING ALL ORDINANCES AND RESOLUTIONS IN CONFLICT**

**Motion to send to full council by Mr. Fennell, second by Mr. Lang is pending from 9-21-20 meeting**

**Motion to Table by Mr. Lang, second by Mr. Labutis, motion passed 4-1**

Ryan Bubb - Chair