

Personnel Committee Minutes

Honorable Council
City of Newark, Ohio
September 10, 2013

Personnel Committee met in Council Chambers on September 9, 2013 following the Service Committee with these members in attendance:

Jeff Rath for Ryan Bubb
Doug Marmie
Carol Floyd, Substitute Chair

Rhonda Loomis
Shirley Stare

We wish to report:

1. **Ordinance No. 13-31** amending the position classification and position authorization tables of the City of Newark by creating the position of Human Resources Assistant within the Division of Human Resources with a strength authorization of one (1) and eliminating the position of Secretary, Human Resources Department in the Division of Human Resources was considered.

2.

Director Buskirk- at one time the Human Resources had three positions. They had a Director, a Human Resources Assistant and a Secretary then in 2011 I think they did away with the HR Assistant job but as some times happen we forget to do away with the work so that was still there. Rebecca is the Secretary; she has done a heck of a good job. She submitted here retirement papers August 30th, September 27th will be her last day but officially the 30th. I hate to see her go but we are doing so many things electronically that I have to have somebody who understands the computer and knows what they are doing and can help tremendously with that sort of work. She and I together have not been able to get there. I am not a computer goo roe and neither is she. I really need someone who can do that work, plus like I said the HR Assistant work, a lot of that I am having to do some of it is not getting done. It is kind of hard to ask someone to work up here when I am paying them down here. Now Rebecca has never refused to do anything she is always willing to help me and I am really going to miss her when she is gone. We need to do something a little different here and I am really expecting a lot of deficiencies. Mr. Cost asked me earlier if there was going to be a money savings. I can't tell you that it's hard to quantify but there will definitely be some efficiencies and things will get done better. This time of year I have the two contract negotiations coming up with the Police and Fire as well as the whole change over on Health Insurance I will need to re-sign all that. I may be in the nuthouse before the years' over; it is a short trip for me. (Laughs from members of Council)

Mrs. Loomis- how many employees are in the City?

Director Buskirk- 370

Mrs. Loomis- I think it was a lot earlier when that position was done away with, I think it was under Director Spain or when he left

Mr. Marmie- it was when Mayor Bain was elected, it was at that time the then assistant indicated that the assistant position was not necessary and that she could perform the HR duties with just a secretary then instead of laying off in the HR Department to would quantify the reduction in forces that was taking place at that time. Therefore they said there really wasn't a need for an assistant because there was so much going on in the computer they only needed a secretary. That is what was going on at that time. It is definitely not going to be a cost savings if we are going to a pay range 30 to a pay range 40, it is going to be an increase to our budget.

Ms. Stare- someone once told me that there is nothing as constant as change and there definitely would be an increase because of the responsibilities and the knowledge of the person that is doing all of this. I think in the long run we would be moving forward rather than if we don't do anything about this. I think that it is a wonderful idea.

Mayor Hall- there are less mistakes being made in that office, I will kind of blunt, than there was prior. Sometimes when you are maybe stretched a little thin and don't maybe have paying people to do the right work then you will have mistakes. Mistakes are quite costly when you are talking that many employees. In 2005 we became our own little insurance company, we didn't hire anybody. We have done well with our insurance plan, very nicely. It saved us money and it saved the employees money but it is at cost with a lot of paperwork. Carrying those insurance claims now up to \$100,000.00, we have to pay all that money, we have to shift money, and we have to track of it. Every year we have to analyze it and see if based on our claims if we have to raise our premiums. In the past when you didn't do that insurance you didn't have to worry about that so it is rather time consuming. Every year there are more employee rules and regulations passed down by the Federal Government, or the Health Care Act, I can't tell you how many hours we have sat down at talked about it. We didn't have that several years ago. There are more things to talk about and more things to get prepared for and more things to work on which in turn have more forms. Sometimes technology is a different way of doing something but it isn't always more efficient. Filling out a form on line isn't any quicker than filling it out on paper. We just believe that the 370 employees, that how many employees Mike really has at the end of the day that he has to service. It has to be done and done right the first time. If they don't have time to audit bills from the insurance company every month and things like that that is where you get your savings. I think that is what Mike was talking about you can't predict the savings on efficiencies. Our departments around here are trimmed down so lean that it sometimes perpetuates mistakes versus when we have more employees. So there is a balance on how lean you can get before it costs you.

Motion by Mr. Rath to send to full Council, second by Ms. Stare

Mr. Marmie- with all the comments about the technical side of it and the need for somebody with more technical expertise why do we then put it as an assistant when the

previous job description, does it really fit that technical aspect and shouldn't it be more of a technical professional versus an actual assistant. Was that looked at at all?

Director Buskirk- to be honest with you, no I didn't.

Mr. Marmie- did you change the job description?

Director Buskirk- no

Mr. Marmie- ok because that assistant position if you look at the job description I don't think it is fitting the needs of what you are asking for.

Director Buskirk- the way I read it it did but I would be happy to discuss that with you

Mrs. Floyd- I can see the need for this but I am also a little concerned because like you said we are going to have negotiations coming up and we have 370 employees and we have raised a couple of other people's salaries lately in other departments in the City and I realize they are doing different duties but money is going to be tight next year in terms of increasing salaries for everyone else and that concerns me.

Motion passed by a 4-1 vote.

Carol Floyd, Chair for Ryan Bubb