



PERSONNEL COMMITTEE MEETING

Tuesday, June 18th, 2024
Human Resources Department

4 PM

Minutes

ITEM 1 Call to Order

Chair Councilor William Emheiser called the meeting to order at 4:03PM with Councilors Scott Whiting and Doris Ortiz present via zoom, and Councilor Norm Belanger present in person. Also present were Jim Bennett (City Manager), Diana DePaolo (Director of Human Resources), Justin Banks (Safety & Training Coordinator), and Shelly Gibson (DEI Coordinator).

ITEM 2 Acceptance of Minutes

Councilor Ortiz made a motion to approve the minutes from May 23rd, 2024 with a change to the spelling of 'councilor' to be consistent throughout the minutes. Councilor Whiting seconded the motion. The motion was approved unanimously.

ITEM 3 Discussion

3.1 DEI Coordinator to fill Deputy Director of HR Position

The HR Director summarized a few key points, including that the Deputy position will include all of the DEI Coordinator role and that position will not be back filled.

Councilor Belanger made a motion to open the discussion, Councilor Ortiz seconded the motion.

A question was raised about a change in compensation. The City Manager confirmed there will be an increase based on scale, and given this change was not built into the budget (though the position is listed on the pay scale document), the cost will have to be absorbed elsewhere.

Councilor Emheiser inquired about how to involve the full City Council, if at all. It was agreed that they should be informed of the decision and the way in which the change is communicated is also important. He also suggested a combination of the future Deputy role and current DEI role, but the committee agreed not to overcomplicate matters.

The City Manager reiterated that diversity, equity, and inclusion work is a priority of the organization and on-going work for the City, in all aspects.

The committee voted unanimously to approve funding from the DEI Coordinator position to the Deputy Director of Human Resources position, from a level 13 to a level 17 on the salary/wage scale.

Councilor Belanger made a motion to adjourn, Councilor Ortiz seconded the motion. The motion was approved unanimously.

ITEM 4 Other Business

ITEM 5 Adjourn

Motion to adjourn at 4:33PM, motion passes unanimously.

Personnel Committee Members:

Councilor William Emhiser, Chair
Councilor Norman Belanger
Councilor Doris Ortiz
Councilor Scott Whiting