MINUTES OF PERSONNEL COMMITTEE MEETING

DATE: March 5, 2014                TIME: 5:00 p.m.
PLACE: Sunset Community Center

PRESENT: President Susan VanderVeen, Commissioner Pat Lenski, Sheavoun Lambillotte and Christy Powell

SUBJECT MATTER DISCUSSED:
Sheavoun Lambillotte went over the purpose of the committee meeting which was to discuss the recommended salary increases for fiscal year 2014-15. She highlighted the list of district accomplishments over the past year along with the current salary ranges, and salary increase recommendations.

Ms. Lambillotte stated that recommended salary increases were based on performance and that while the average for all employees was 2.68% some better performing employees received more than the average and some lesser performing employees received less than the average. She stated that department heads were given a pool of 3% to work with. Ms. Lambillotte stated the lower 2.68% average was not a reflection of poor performance or economic reasons but because there are many new recently hired employees that would not be receiving an increase.

Commissioner Lenski inquired whether 6 month increases were ever given. Ms. Lambillotte stated that 6 month increases are occasionally given if an employee is promoted, has a change of duties or receives a professional salary adjustment. Also, there may be occasions where a new employee is hired at a lower salary but given the opportunity for a six month review and salary increase. In addition, some employees who have not yet reached their 12 month anniversary at the time annual raises are given may be given an increase once they reach their 12 month anniversary.

Ms. Lambillotte reviewed the accomplishments and stated they were provided by the department heads. Ms. Lambillotte also reviewed the salary ranges. Commissioner VanderVeen asked how often salary ranges are adjusted and if they were adjusted annually with the CPI. Ms. Powell stated that a comprehensive salary survey was prepared last year along with the development of a salary policy and that the ranges have not changed to include increases in the CPI and would be reviewed and possibly changed once every three years based on salary study comparisons.

Ms. Lambillotte stated the parks maintenance salary range was reviewed as there have been a few parks employees who have left or are interviewing for better paying jobs. More specifically for city jobs with higher starting pay ranges. The district compared the parks maintenance salary range with the City of Geneva laborer position. The starting range for the district is $30,000 whereby the City of Geneva has a starting range of $44,000. However, no increase in range is recommended as the salary range for parks maintenance is in line with salary ranges of other park districts.

Ms. Lambillotte stated that two employees have reached the top of their salary range and they have been capped from further merit increases. However, they are provided a cost of living increase based on the CPI. Commissioner Lenski inquired whether the merit increases shown were separate from the CPI increases. Ms. Lambillotte stated that we do not break down increases between CPI and Merit that the rate shown is the total for both.
President VanderVeen asked how employees ranked against their peers and if it could be inferred where they rank by the percentage increase given. Ms. Lambillotte stated yes and explained all employees are given a succession plan ranking of promote, develop, retain or replaced/removed.

President VanderVeen asked if employees have provided feedback about their salary increases. Ms. Lambillotte stated employees have not yet been told what their proposed increases are. However, at the full-time staff meeting she did have an employee inquire if there would be any upcoming pay freezes. She stated that for the most part the economy is showing signs of recovery and that if she had been asked this question two to three years ago she might have had a different answer, however, at this point it is not likely there would be any pay freezes or layoffs.

President VanderVeen asked if conversations were had throughout the year with those poor performers or salary capped employees. Ms. Lambillotte stated those salary capped employees know and have previously been told that they are beyond their salary range and would not receive any further increases until the range increased or were promoted. Others that have specific incidents of poor performance during the year are told immediately and it is documented.

**SALARY INCREASE RECOMMENDATIONS**

Ms. Lambillotte asked the committee for their approval of the recommended salary increases for FY2014-15 of 2.68% as presented. Commissioner Lenski stated his reservations about the economy and if it was actually improving and thought the increase may be too high. Ms. Lambillotte stated she thought the economy was better than the prior year, and that the recommended increase of 2.68% is less than the prior year’s increase of 2.93%. Commissioner Lenski asked what other park districts were giving in increases. Ms. Lambillotte and Ms. Powell both stated they believed it was between 3-4% but they would gather that information and present to the board. President VanderVeen stated at first she was unsure about the recommended increases but after looking at the detail and dollar amounts behind the increases was comfortable with recommending the 2.68% salary increase. Commissioner Lenski recommended the committee bring forth the entire packet to the full board for discussion.

Ms. Lambillotte discussed with the committee the process of preparing the Director’s evaluation so that the committee could begin their annual review of Ms. Lambillotte.

With no further discussion the committee meeting ended at 5:54pm and is in favor of bringing this plan to the entire board for discussion at the March meeting.

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Secretary

Submitted By: Christy Powell