MINUTES OF PERSONNEL COMMITTEE MEETING

DATE: March 14, 2016  TIME: 5:00pm
PLACE: Sunset Community Center

PRESENT: President Susan VanderVeen, Commissioner Peggy Condon, Sheavoun Lambillotte and Christy Powell

The meeting was called to order at 5:00pm. At 5:00 p.m., President VanderVeen made a motion to go into Executive Session. Commissioner Condon seconded.

The board returned to the Regular Committee Meeting at 5:48 p.m.

ADJOURN
Vice President VanderVeen made a motion to adjourn the meeting at 5:48 p.m. Commissioner Condon seconded. All ayes. Motion carried.

MINUTES OF CLOSED PERSONNEL COMMITTEE MEETING

SUBJECT MATTER DISCUSSED:

PERSONNEL
Sheavoun Lambillotte went over the purpose of the committee meeting which was to discuss the recommended salary increases for fiscal year 2016-17. She highlighted the list of district accomplishments over the past year along with the proposed salary ranges, and proposed salary increase recommendations.

Ms. Lambillotte stated that recommended salary increases were based on performance. The average increase was 2.8% with some better performing employees receiving more than the average and some lesser performing employees receiving less than the average. Department heads were given a pool of 3% to work with. Ms. Lambillotte stated this year includes two carry-over professional adjustments from the prior year. With the salary study completed last year, two employees that received large adjustments were spread out over two years.

Ms. Lambillotte highlighted the restructuring of the Recreation Department. The elimination of the Director of Facilities position; replacing it with a Recreation Supervisor position. She stated this will provide salary savings of $25,000/year. A discussion regarding the history of the Facilities Director position took place. Ms. Lambillotte stated a few years ago there were two facility managers, one at SPRC and one at Sunset. Then those positions were consolidated to one Director of Facilities position. Ms. Lambillotte stated demands elsewhere in the Recreation Department warranted the change and the District could be better served by a Recreation Supervisor. With the addition of Mill Creek Pool there is a need for additional aquatic resources as well as a need for additional resources devoted to preschool and special events.

A discussion regarding the change of sunset concessions from a contracted service to in-house was had. Ms. Lambillotte stated that the concessions for Mill Creek Pool are currently in-house so they will have many of the same offerings at Sunset Pool. Commissioner Condon asked if there would be a full-time concessions manager hired. Ms. Lambillotte stated no, the position
would be a part-time position. The position will most likely work as the concessions manager at both pools.

Ms. Lambillotte stated no new full-time positions are being proposed as the District has not been in a growth state and only a few programs such as camps, before and after school, gymnastics and fitness have seen increases.

Commissioner Condon asked about the accomplishment, increased gymnastics program by 45% and what that meant in terms of numbers of new participants. Ms. Lambillotte stated that equates to approximately 50-60 new participants.

Commissioner Condon asked if the planting of site D in-house required the District to borrow/rent equipment. Ms. Lambillotte stated the District owns their own equipment.

A discussion was had regarding how merit increase were determined. Ms. Lambillotte stated that Department Heads make recommendations based on the 3% pool. Ms. Lambillotte stated the percent could also be lower if someone is not performing as well.

A discussion regarding the change in parks job classifications and what the difference between those classifications were. Ms. Lambillotte went over the differences between a parks maintenance level 1, level 2 and parks trades specialist.

A discussion regarding other ways employees are rewarded other than merit salary increases such as anniversaries, safety person, annual bonus, and top dog. Ms. Lambillotte stated that we have done well rewarding performance of employees and still keeping overall average increases under 3%.

Discussion regarding how people who are performing poor are terminated. Ms. Lambillotte stated we have had few full-time terminations because of poor performance. In most instances, employees who are performing poorly are placed on a performance plan and will usually start looking for other employment. The District pays actual unemployment claims as opposed to a tax. This is another consideration when considering a termination. This has saved the District tens of thousands of dollars over the years as the District has few unemployment claims.

President VanderVeen asked about the upcoming process for the Director evaluations. Ms. Lambillotte discussed with the committee the process and provided the evaluation documents.

**SALARY INCREASE RECOMMENDATIONS**

Ms. Lambillotte asked the committee for their approval of the recommended average full-time salary increase for FY2016-17 of 2.8% and two professional salary adjustments for the two named employees and approval of the FY2016-17 salary ranges. The committee concurred with the recommendations.

With no further discussion, President VanderVeen stated that we should go out of executive session and to the regular committee meeting at 5:48pm.

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Secretary

Submitted By: Christy Powell