The meeting was called to order at 4:37 P.M.

1. **Approval of Human Resources Committee Meeting Minutes**

   Upon a motion by Mr. Mason, seconded by Mr. Simon, the Committee voted 4-0 to approve the June 15, 2010 Minutes.

2. **Review of monthly HR Reports**

   **Vacant Positions**

   The Committee reviewed the Vacant Positions Listing as of July 2, 2010. Ms. Kast explained that permission is needed to have the funds released in order to change a vacancy’s designation from No Request to Fill to In Progress on the list. Mr. Simon commented that more accurate descriptions are needed. A discussion followed regarding the Senior Center Cook position, and BOE Building Maintenance positions.

   **Unemployment Expenses**

   The Committee reviewed the TOG Unemployment Expenses April 2010. A discussion followed regarding monthly payments.

   **Retirement Incentive Savings**
The Committee reviewed the Retirement Incentive Savings through June 30, 2010. Mr. Crary stated that, at $2,264,902.99, the goal was met for the year, with enough left to cover the vacation/sick leave payout. Savings are currently at a monthly rate of $180,000 to $190,000, but will begin to decline to a $100,000 per month savings by November as certain critical positions are filled. A brief discussion followed.

3. Request for Budget Transfers: Department of Public Works

PW-1 DPW – Transfer $66,653

Transfer:
$ 66,653 to A351-51010 Regular Salaries
$ 66,653 from A901-57960 Salary Adjustment Account

Ms. Siebert explained that this request is to fill a fulltime Zoning Inspector position, which has been vacant since late 2008, and gave an overview of the responsibilities and the department workload. A discussion followed regarding the department workload, qualifications, and departmental use of the Cityview vs. Cornerstone software.

Upon a motion by Mr. Huffman, seconded by Mr. Simon, the Committee voted 4-0 to approve the request and forward it to the BET as a non-routine application.

PW-2 DPW – Transfer $80,639

Transfer:
$ 80,639 to A302-51010 Regular Salaries
$ 80,639 from A901-57960 Salary Adjustment Account

Ms. Siebert explained that this request is to fill a fulltime Chief Engineer position, which has been vacant since December 2008, and gave an overview of the department reorganization and additional responsibilities. A discussion followed regarding salary, and progress of major Capital projects.

Upon a motion by Mr. Mason, seconded by Mr. Simon, the Committee voted 4-0 to approve the request and forward it to the BET as a non-routine application.

PW-3 DPW – Transfer $56,261

Transfer:
$ 56,261 to J361-51010 Regular Salaries
$ 56,261 from J361-57960 Salary Adjustment Account

Ms. Siebert explained that this request is to fill a fulltime Inflow/Infiltration Inspector, which has been vacant since September 2009, and gave an overview of the responsibilities. A brief discussion followed.
Upon a motion by Mr. Huffman, seconded by Mr. Mason, the Committee voted 4-0 to approve the request and forward it to the BET as a non-routine application.

4. **Review of Distribution of M/C Employee Review Rankings**

The Committee reviewed the Amended M/C and Elected Employee Classification and Salary Schedule Market Adjusted January 1, 2010, the Comp-Ratio Grid, and the M/C Employees Performance Evaluation Individual Rankings. A discussion followed regarding distribution, performance ratings, the rankings, smart goals, Hay recommendations, the grading process, the review process, and the salary increase.

Upon a motion by Mr. Simon, seconded by Mr. Huffman, the Committee voted 4-0 to approve the Managerial, Confidential and Elected Employee Salary Increase for July 1, 2010 at 90 percent of the recommended number.

5. **Other Business**

Upon a motion by Mr. Mason, seconded by Mr. Huffman, the Committee voted 4-0 to cancel the August 2010 Human Resources Committee meeting.

There being no further business before the Committee, the meeting was adjourned at 6:10 P.M.

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Maria Bocchino, Recording Secretary

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Jim Campbell, HR Committee Chairman