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.

\[Signature\]

Maria Bocchino, Recording Secretary

\[Signature\]

Jim Campbell, HR Committee Chairman