

MINUTES
PERSONNEL COMMITTEE
June 2, 2021
VERONA CITY HALL
7:30 A.M.

1. The meeting was called to order by Heather Reekie at 7:32 a.m.
2. Roll call: Heather Reekie, and Phil Hoechst were present. Chad Kemp was absent and excused. Also present: City Administrator Adam Sayre, and Human Resources Coordinator Mitch Weckerly.
3. Public Comment: There were no comments by the public.
4. Approval of minutes from the May 12, 2021 Personnel Committee meeting. Motion by Hoechst, seconded by Reekie, to approve the minutes of the May 12, 2021 Personnel Committee meeting. Motion carried 2-0.
5. Discussion and Possible Action Re: Position Description, Compensation and Recruitment of Building Inspector position
Sayre stated the Building Inspector position is vacant. Staff has reviewed the position description and compensation and are recommending changes. Assuming the position is filled, this will be the 4th Inspector in the last 5-years. Staff is requesting approval of the position description and compensation changes. Further, Staff is requesting approval to complete the interview process without the Committee being on the interview panel.

Weckerly provided an overview of the proposed position description changes including aspects relating to operations of the Department and supervisory work. Required certifications were also modified to require the commercial electrical and plumbing certifications within 12-months of hire. As part of the position description changes Staff rescored the position and recommends the position be moved from Grade 15 to Grade 16.

Hoechst asked if the City pays for the certification costs including tests and training.

Sayre stated yes, the Building Inspection Department budget has money available for the training and testing.

Reekie asked about the budget impacts for the Grade changes.

Sayre stated that if the selected individual has all the certifications, the budget will not be impacted and costs will be reduced as the City's reliance on contracted employees will be reduced.

Motion by Reekie, seconded by Hoechst to approve the position description, compensation, and recruitment of a Building Inspector. Motion carried 2-0.

Adjournment: Motion by Reekie seconded by Hoechst to adjourn at 7:50 a.m. Motion carried 2-0.

Adam Sayre, City Administrator