

Human Resources Committee
July 17, 2018

The **Human Resources Committee** met Tuesday, July 17, 2018, at 5:30 p.m. in the Conference Room at City Hall. Present were Committee Members Kathy Wilcox, Susanne Galbraith, and Jeff Erlenbusch. Excused was John Uden. Also present were Public Works Director Scott Gray, City Clerk Lorrie Pearce, Accounting/Payroll Clerk Ally Capps, 283A Union President Brady Stone, 283A Union Secretary Jase Kinsey, Legal Administrative Assistant Debbie Cox, Public Utilities Director Tom Speelmon, Mayor John Hollowell and Deputy City Clerk/HR Officer /Committee Recorder Linda Wilkins.

Committee Chairperson Kathy Wilcox called the meeting to order.

1. Request of Citizens
None

2. Committee Member Comments

Committee Member Erlenbusch asked if the legal assistant was a Union position. It was clarified that this is a Union position.

3. Review and Recommendation: Grievance Debbie Cox Legal Administrative Assistant base wage
Mayor Hollowell commented that this is the next step in the grievance process and that the grievance is a matter of fair and equal pay. He also stated that it is not within the authority of the Mayor to grant an increase to wages. His recommendation was that the increase in the base wage be granted. If you were to look at the position descriptions of the deputy city court clerk and the legal administrative assistant there is very little difference.

***Chairperson Wilcox moved to increase to Mrs. Cox's base pay to \$17.10/base and that we verify on the union salary survey that the base is correct and if need be this rate will be adjusted as needed, seconded by Committee Member Erlenbusch. On roll call vote the motion passed 2-1.*

4. Review and Recommendation: Public Utilities Foreman Position Description

Director Speelmon explained that due to the increased complexity of operations at both the water and wastewater treatment plants some of the employees have taken on additional duties. The supervisor can use the assistance of a foreman at both plants in fulfilling the day to day obligations and allows him to focus on the regulatory obligations of both plants. These positions will ensure the continued efficiency of both plants. The position descriptions do not create a new position, the position is already outlined in the current 283A collective bargaining agreement.

***Committee Member Galbraith moved to approve the Public Utilities Foreman Position Descriptions, seconded by Committee Member Erlenbusch. On roll call vote the motion passed 3-0.*

5. Review and Recommendation: Wage Increase requests for FY 2018-2019

The salary survey tool was reworked to compare current Miles City bases with the average base wages of the survey. A percentage was calculated comparing the survey average to the Miles City base providing either a percentage indicating the Miles City base was either over or under the survey base.

After reviewing the Mayor's recommendation, the salary survey tool was used to make a comparison of the Public Works Director's wage and the current salary survey average which indicates the current Miles City wage is 5% above the salary survey average.

***Committee Member Galbraith moved to keep the Public Works Director's wage at the current rate, seconded by Chairperson Wilcox. On roll call vote the motion passed 3-0.*

After reviewing the Mayor's recommendation, the salary survey tool was used to make a comparison of the Accounting/Payroll Clerk's wage and the current salary survey average which indicate that the current Miles City wage is 19% above the salary survey average.

***Committee Member Galbraith moved to keep the Accounting/Payroll Clerk's wage at the current rate, seconded by Committee Member Erlenbusch. On roll call vote the motion passed 3-0.*

After reviewing the Mayor's recommendation, the salary survey tool was used to make a comparison of the Deputy City Clerk/Human Resource Officer's wage and the current salary survey average which indicates that the current Miles City wage is 11% below the salary survey average.

***Committee Member Erlenbusch moved to increase the Deputy City Clerk/Human Resource Officer's current wage by 4%, seconded by Chairperson Wilcox*

After discussing the amount of the increase it was decided to divide the percentage in half as a basis for the wage increase.

Committee Member Erlenbusch amended his motion to 5.5% of the current wage, seconded by Committee Member Galbraith. On roll call vote the amended motion passed 3-0.

After reviewing the Mayor's recommendation, the salary survey tool was used to make a comparison of the City Clerk's wage and the current salary survey average which indicates that the current Miles City wage is 16% below the salary survey average. The percentage was divided in half as a basis for the wage increase.

***Committee Member Galbraith moved to increase the City Clerk's current wage by 8% based on the current salary survey indicating that the current wage is 16% below the average, seconded by Committee Member Erlenbusch. On roll call vote the motion passed 3-0.*

6. Discussion of Wage Scale

There was a brief discussion on developing a step procedure for increasing wages. It was agreed that this would be a good way to apply future wage increases.

***Committee Member Erlenbusch moved to table the discussion, seconded by Committee Member Galbraith. The motion passed by unanimous consent.*

7. Next Meeting: to be determined


The next HR meeting was tentatively scheduled for Tuesday, August 21 at 5:30 p.m.

8. Adjournment

***Committee Member Erlenbusch moved to adjourn, seconded by Committee Member Galbraith. The motion passed unanimously 3-0.*

The meeting was adjourned at 6:40 p.m.

Respectfully submitted,


Chairperson Kathryn Wilcox


Recorder Linda Wilkins