

## Personnel Committee

MONDAY, August 20, 2018

4:00 p.m.

Mike Hinrichsen, CHAIRMAN  
(Mike Phelan, and Sue Sundell)

### MINUTES

1. Call to Order  
Chairman Hinrichsen called the meeting to order at 4:05 pm
2. Roll Call  
Present: Hinrichsen, Phelan, and Sundell. Also present: Miller, and Lees
3. Motion to approve June 19, 2017 minutes.  
Sundell moved to approve June 19, 2017 minutes and Hinrichsen seconded. Motion carried.
4. Discussion of hrFit results for salary compensation
  - Miller explained that Phelan wanted a Compensation/Benefits study done. Miller explained the study noticed that our entry level wages are alright, but the existing salaries are low. He said to retain our employees is critical and that our staff is very dependable.
  - Phelan asked what recommendations Miller has.
  - Miller said we need incentives for employees. Wants to see money for earnings for making their goals. Recognize their value and pay for it thru salary.
  - Sundell asked the cost of turnover.
  - Miller explained the process of TCRPC earning of funds.
  - Sundell recommended to give a COLA raise and then mid-range of the year give promotional raises.
  - Miller said to have a performance review twice a year and put promotion in place at that time. Develop a strategy and approve again.
  - Hinrichsen said to have a competitive salary.
  - Sundell suggests waiting 3 to 4 months
  - Miller recommended to have a COLA raise at this time.
  - Phelan asked Hinrichsen to take lead on this.
5. Recommendation to Commission regarding updates to the FY 2019 Wage and Salary Schedules
  - a. Full-time Salaried Staff
  - b. Part-time Hourly Staff scheduled to work under 1,000 hours per fiscal yearSee above conversation. Miller will propose to adopt salary ranges increase of 2.5%.
6. Recommendation to Commission regarding FY 2019 Staff Salary Adjustments  
After discussion Miller said to propose salary increases from 2.5% to 4% at his discretion which is a total amount of \$11,988.
7. Other
8. Adjournment  
Sundell moved to adjourn at 4:40 pm and Phelan seconded. Motion carried.

Submitted by:

Eric Miller

Executive Director

Recorded and transcribed by: Debbie Ulrich