

**VILLAGE OF KENT CITY
HUMAN RESOURCE COMMITTEE MEETING
Thursday, January 21, 2016**

The meeting was called to order at 6:00 pm.

Attendance: John Petruska, Rood Vaughan, Jill Krikke, and Mary Portell.

Absent: None.

Motion by Krikke, 2nd by Vaughan to add to the agenda Treasurer's salary. Motion CARRIED

1. Recommendation to give Village Deputy Clerk/ IT a raise.

Mary Portell, Village Clerk recommended a raise of \$15.25 per hour. Jennifer August was hired 8/25/2003 with a review on 12/25/03 increased to \$12.00/hr. Her current hourly salary is \$13.80. Additional duties: web design / maintenance and the HR safety manual.

Mary stated the approximate inflation rate from 12/2003 is 2.11%/yr which would be \$15.75 at 2016. Gayla Thomas, Tyrone Township Office Administrator / Deputy Clerk, is making \$18.00/hr, has 2 weeks vacation and has a retirement benefit. Mary's recommendation was \$15.25/hr. Rood's opinion was that we can't compare to townships. John stated that Steve Buckner had done a comparison of other villages, but he didn't have the paperwork with him. Rood asked why Jen wasn't here if she wanted a raise. Mary stated that in the past, employees only attended the meetings if they were invited. Mary stated that as her boss, she felt Jen should have an evaluation this year due to her increase in responsibilities and designing the new website. There was discussion as to who the Deputy Clerk works for /reports to. John stated that Mary needs to find the money in the budget to justify a raise and he wanted to wait until the budget workshop was done to discuss this further.

Motion by Vaughan, 2nd by Krikke to table raises for Village Deputy Clerk, DPW Manager and DPW Assistant Manager until the budget workshop meeting.

Motion CARRIED

2. **Motion** by Vaughan, 2nd by Krikke not to renew Jay Pike's MWEA membership for \$70.00.

Motion CARRIED

3. Jill Krikke stated that she wondered why Paula started out at the same salary that Darrell resigned at when he had a lot more experience and came in on the weekends to do deposits, etc. John said he thought it was voted on; he would have to check the minutes when she was hired, and that he didn't know if a change could be made. He would need to research it.

Meeting adjourned at 6:41 pm.

Respectfully submitted,

Mary Portell, Village Clerk