

**VILLAGE OF KENT CITY
HUMAN RESOURCE COMMITTEE MEETING
Thursday – February 11, 2016**

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

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

Absent: None.

Others Present: Jennifer August, Deputy Clerk

Motion by Vaughan, 2nd by Krikke to approve the agenda adding Steve Evink and Jay Pike.
Motion CARRIED

1. Evaluation ~ Village Deputy Clerk.

Mary stated that there have been 5 new homes built in Chary Ridge that will be on the tax roll this summer and she has the valuation of one house. The assessor will have the taxable values done next week.

The Employee History File for Jen was distributed with the additional duties listed that are above her job description. She has always accepted extra duties at the direction of the council.

John had a copy of Resolution No. 2003-09 stating that the Village President appointed the Deputy Clerk with the consent of the Village Council.

Jen clarified that everyone reports to the Village Council, but when she was hired it was stated that the Village Clerk is her supervisor.

Hours could be charged to the actual department not just under the Clerk.

Motion by Krikke, 2nd by Vaughan to pay Jennifer August \$15.25 an hour.

Ayes: Krikke

Nays: Petruska and Vaughan.

Motion FAILED

Motion by Vaughan to give Jennifer August a pay increase of \$.70. No support.

The HR committee is making the recommendation to wait until the clerk has the information from the assessor and to schedule another meeting February 25, 2016 at 6:00 pm.

Vote: 3 Ayes; 0 Nays.

Motion CARRIED

2. Steve Evink and Jay Pike. A twenty-five cent raise was discussed. Tabled until the next meeting.

Meeting adjourned at 6:43 pm.

Respectfully submitted,
Mary Portell, Village Clerk

