

HUMAN RESOURCE MEETING – VILLAGE OF KENT CITY
February 25, 2016 6:00 pm

The meeting was called to order at 6:10 pm.

Members present: John Petruska and Jill Krikke.

Mary Portell, Consultant, by virtue of position.

Absent: Rood Vaughan.

Others Present: Jennifer August, Deputy Clerk.

Motion made by Krikke, 2nd by Petruska to table Paula Snoap, Village Treasurer, to discuss at another meeting.

Motion by Krikke to delete Steve Evink and Jay Pike. No support. Jill stated that if Jennifer had to come to a meeting to get a raise, then Steve and Jay should attend an HR meeting. John did not support her opinion.

The documents sent to the HR members prior to the meeting were 1) the minutes from February 11th, 2) the Advertisement to hire a Village Deputy Clerk, 3) Resolution No. 2003-09 to Hire the Village Deputy Clerk, 4) a letter from Tom Knauf who was Village President stating the circumstances and events when Jen was hired and 5) Jennifer August's Employee History File.

Mary had the additional income for the property taxes for the new homes ~ \$2,554.00.

John stated that he and Buckner had revised and balanced the budget. Buckner read thru the Sewer Ordinance and there is a section that allows to charge for administrative duties. John proposed a \$1.50 raise = \$15.30 / hr budgeting \$4,000 to General Fund and \$4,000 to Sewer. Mary clarified that the advertisement stated the employee would work between 8 – 12 / week and 12 hrs/52 wks is \$9,547.20. The \$8,000 would be 10 hrs/wk. Jen had a concern as to why she's being held to 10 hours a week when many times her job duties cause her hours to fluctuate above that amount.

John stated Jen's hours could be adjusted down the next week with this proposed budget. Jen did not agree with having to lose her normal work hours one week because she went over the 10 hours the week before. Jen stated that she didn't want to get harassed for doing her own job. Windows 7 needs to be updated to Windows 10 after the adjustments are put in from the auditor. Jen has to update all the computers at the same time. She doesn't feel her hours should be deducted the next week when this is extra work she is doing. Jen stated her hours are accounted for every pay period when her time card is signed by her supervisor. John stated that Mary can report to him/council when extra hours are worked. Mary clarified that she signs Jen's time card before payroll is processed, that Steve Evink signs Jay's before payroll is processed, and that Steve's payroll check is processed and his time card is signed by John after Steve is paid.

Jen addressed Rood's comment from the previous meeting, that Jen seems to be doing other people's work. Jen's statement was that we are all here to work together and our jobs are all connected in many ways, so by Jen helping others, in the end if it saves money for the village, isn't that the right thing to do. As an example, Steve did the lock out/tag out MIOSHA report this time by himself. Jen can do it in 45 min. ~ Steve worked 4 hours and it wasn't completed. At paying Steve \$19.00 an hour, how is this saving the Village money?

Motion by Krikke, 2nd by Petruska to recommend to the Village Council that Jennifer August be paid \$15.30 / hour / \$8.000 year. Motion CARRIED

The meeting adjourned at 6:35 pm.

Respectfully submitted,

Mary Portell, Village Clerk