

MINUTES OF THE REGULAR MEETING
OF THE PERSONNEL COMMITTEE
OF THE CITY OF SUNSET HILLS, MISSOURI
HELD ON WEDNESDAY, APRIL 11, 2007

BE IT REMEMBERED that the Personnel Committee of the City of Sunset Hills, Missouri met in regular session at City Hall Quarters, 3939 S. Lindbergh Blvd. in said City on Wednesday, April 11, 2007. The meeting convened at 7:01 p.m.

ROLL CALL:

Present:	Frank Gregory	- Chairman
	Barb Dressel	- Member
	Frank Hardy	- Member
	Anne Julius	- Member
	John Littlefield	- Member
	John Tipton	- Member
	Laura Rider	- Ex Officio Member
Absent:	Jan Orlando	- Member

The members introduced themselves and gave their background.

Mr. Gregory stated that Laura Rider had sent some information to everyone that described the committee function. The purpose of the committee is to address those aspects which affect and impact employees of the City of Sunset Hills. Committee responsibilities include looking at rules and regulations; policy manuals, salary schedules and benefit packages.

The committee has been in existence for some time, but has not been active in recent years. By ordinance, the committee is to meet at least twice a year. The Committee will probably meet monthly for the next several months to address some issues.

The purpose of this meeting is to express some ideas of what we will be addressing in the near term. We as a committee will be reviewing policies and plans that are in place to fine tune them and update them to 2007 standards.

Mr. Gregory stated that he had prepared a list of items that need consideration by the committee. First and foremost is health insurance. Mrs. Rider explained that the health and dental insurance renews each year on June 1st. The City pays the premium for the individual and a percentage of the premium for dependents. Mrs. Rider distributed some information that will give the committee some history on rates and carriers. Mr. Gregory stated that it is not the responsibility of this committee to make a final decision. Our charge is to look at it to see if it is in keeping with industry and make a recommendation

in conjunction with the Finance Committee. This item needs immediate attention, within the next 30-60 days.

The second item is staffing of departments, that is, looking at positions of various departments within the City. There may be some needs that need to be addressed. There may be some benchmarks that we can go by based on city size, population, or budget. This committee can make recommendations to the Board of Aldermen. Only the Board of Aldermen can make decisions. Mr. Gregory stated he would like this addressed in a 90-120 day time frame.

The third item has to do with salary structure. Mrs. Rider stated the City currently has a merit based system. There was a market analysis completed in 2000. The current system was implemented in 2001 based on that analysis. Mr. Gregory stated that it may need to be re-addressed at this time to see if it is still applicable. Mr. Gregory stated he would like to see this addressed in 120-180 days.

The last item would be a review of the Personnel Manual. Mrs. Rider stated the last time it was completely reviewed was in 1993. Although, there have been some changes made since then. Mr. Gregory stated that coupled with this item is the final item, benefits. Salary and insurance are a major part of benefits so this could be a longer term item for consideration, in 180-240 days.

Mr. Gregory stated that the Insurance Plan should be the first consideration. Mrs. Rider stated that the city has a benefits consultant, David Watson. Mr. Watson issues an RFP and presents the proposals to the city. The Finance Committee may want us to look at whether the City should continue to pay full cost for all plans or transfer some of the cost to employees if they choose a premium plan. After discussion it was decided that Mr. Watson would be asked to attend a meeting on either May 3rd or May 9th.

Mr. Tipton made a motion to adjourn the meeting at 8:25 p.m. Mrs. Dressel seconded the motion, and it was unanimously approved.

City Clerk