

MINUTES OF THE REGULAR MEETING
OF THE PERSONNEL COMMITTEE
OF THE CITY OF SUNSET HILLS, MISSOURI
HELD ON WEDNESDAY, JULY 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, July 11, 2007. The meeting convened at 5:44 p.m.

ROLL CALL:

Present:	Frank Gregory	- Chairman
	Barb Dressel	- Member
	Frank Hardy	- Member
	Anne Julius	- Member <i>(arrived at 7:00 p.m.)</i>
	John Littlefield	- Member
	Jan Orlando	- Member
	Laura Rider	- Ex Officio Member
Absent::	John Tipton	-Member

It should also be noted that Alderman Mike Svoboda was also in attendance for observation but left the meeting at 7:30 p.m.

APPROVAL OF THE MINUTES

Copies of the Minutes of May 9, 2007 were distributed to the members for their review. Ms. Dressel made a motion to approve minutes as submitted. Alderman Littlefield seconded the motion, and it was unanimously approved.

EMPLOYEE COMPENSATION PLAN

A) GLORIA WALL, HUMAN RESOURCES CONSULTANT

Ms. Wall stated that for the past 20 years most of her time has been spent working with employee compensation programs. She has been involved in activities including recruiting, employee surveys, and benefits analysis. Ms. Wall stated that previously benchmark cities were selected to compare with Sunset Hills. She explained that she not only considers salaries but also compares benefits as well.

Mrs. Rider advised that Ms. Wall has worked with the city in the past; the current compensation program was implemented in 2001 and updated the program in 2002 and 2003. Ms. Wall stated she has worked with other municipalities such as Brentwood, Crestwood and Fenton.

Alderman Gregory asked if there was a difference between municipalities and corporations such as job descriptions and grade levels. Ms. Walls explained that based on the city survey of data, there are grade ranges.

Alderman Gregory asked Ms. Wall how long she felt a project such as this would take and explained that the budget process begins in August. Ms. Wall stated that she feels she could be completed with the

project around the end of September or early October. She added that she would submit a formal report to the members.

Alderman Littlefield asked how Ms. Wall would present her findings. Ms. Wall stated that it would depend upon the preference of the members. However, she typically meets with the clients to answer any questions or for clarifications.

Ms. Wall left the meeting.

There was a recess at 6:30 p.m.

Alderman Littlefield left the meeting prior to the meeting reconvening.

The meeting was called back to order at 6:50 p.m.

B) DAVE COVERSTONE & MARGARET KENYON, AAIM

Mr. Dave Coverstone and Ms. Margaret Kenyon of AAIM were present. Ms. Kenyon stated she is an Account Executive. She explained that AAIM is around 100 years old and AAIM originally stood for American Association of Industrial Management. However, AAIM now represents service, industrial and non-profit agencies. She also stated that Mr. Coverstone is the Vice President of HR services.

Mr. Coverstone stated that AAIM approaches a compensation study as a partnership with the client. He explained that AAIM would assist in obtaining good job descriptions and making sure what is done in a particular job is captured. Once this has been captured, the next step would be for AAIM go to the market to see how comparable jobs are being paid locally and nationally in similar positions in the market.

Mr. Coverstone stated that AAIM has worked with the Lutheran Church Missouri Synod. In addition, they have set up the system for the Police Department of the City of St. Louis and continues to work with them.

Mr. Coverstone stated that AAIM would submit a written report of their findings and would also provide documents so the city could run the plan once it has been put in place. They would develop competitive wage range ranges, keeping in mind the desires of the city.

Alderman Gregory asked who AAIM has worked with in regards to municipalities. Mr. Coverstone stated they are in the process of beginning the same project with the City of East St. Louis and has worked with Fenton but could not confirm other municipalities.

Mr. Coverstone stated there would be a lead consultant and one other consultant for Sunset Hills.

Mrs. Rider explained that the current system is a spreadsheet with years of service, performance evaluation rating and the spreadsheet calculates the salary increase. Mr. Coverstone stated that AAIM would provide the same type of spreadsheet model with the philosophy of what is desired. AAIM could make suggestions and recommendations but would want input and direction as well. Alderman Gregory stated that the Committee will advise what they feel is needed but would also rely on the professional to provide input as well.

Mr. Coverstone and Ms. Kenyon left the meeting.

C) JIM KAATZ, KAATZ & ASSOCIATES

Mr. Jim Kaatz of Kaatz & Associates was present and explained that Kaatz & Associates has a short history but he has a relatively long history working with local governments in the State of Missouri, Mississippi, and Illinois. He added that almost all of his work has been with local governments.

Mr. Kaatz stated that he would do most of the work on the study, but there are qualified employees that are qualified to conduct employee interviews, etc.

Mr. Kaatz stated that the compensation study he would perform would include a comparison of similar positions but in different departments and rank positions as well as a comparison of similar positions with other similar municipalities.

Mr. Kaatz stated that in order for a compensation study to be effective, it is important that job descriptions are accurate and up to date.

Mr. Kaatz stated that the members would determine the number of municipalities as well as the municipalities in which they desire to use for a salary comparison. There are also positions that may be desired to compare on a regional basis as opposed to limiting the comparison to the St. Louis metropolitan area.

There was discussion of the duties of a position not necessarily fitting a typical job title.

Mr. Kaatz stated that it will need to be decided if the city desires to be in the mid range, 60th percentile, 70th percentile, etc. in terms of salaries.

Alderman Gregory stated that it has been five or six years since the current system has been established and hasn't been revisited since that time and the system has been operating. However, the structure needs to be reviewed to verify accuracy of job descriptions and validate the review process of employees and to analyze the salary structure.

Mr. Kaatz explained that he would put together a proposal that would include a price for preparing job descriptions, job evaluation, and a salary survey as well as putting together a compensation plan. He stated that there would be an extra cost for reviewing performance appraisals.

Mr. Kaatz stated that he feels he could complete the project in 60 days. He also stated that he did not feel there would be a problem with his office being located in Springfield, MO. Most of the work could be completed in Springfield, but would also be able to meet in person.

Mr. Kaatz stated that he could include a benefits survey in the compensation study if desired. He commented that most of the municipalities in the area most likely offer the same type of benefits package, but would be willing to include this survey.

Mr. Kaatz left the meeting.

After discussion, it was agreed to request proposals from the three companies that were present at this meeting. The members agreed for the request for proposals to include a bid due date and a timeframe for completion.

ADJOURNMENT

Alderman Hardy made a motion to adjourn the meeting at 9:18 p.m. Ms. Julius seconded the motion, and it was unanimously approved.

Recording Secretary,



Laurie Govreau