

MINUTES OF THE REGULAR MEETING
OF THE PERSONNEL COMMITTEE
OF THE CITY OF SUNSET HILLS, MISSOURI
HELD ON MONDAY, APRIL 27, 2015

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 Monday, April 27, 2015. The meeting convened at 6:05 p.m.

ROLL CALL

Present:	Alderman Baebler	-Chairman
	Gary Mathes	-Member
	Alderman Haggerty	-Member
	Alderman Gau	-Member
	Jeff Steinhart	-Member

Alderman Fribis of the Finance Committee was also present.

The Personnel Committee is busy trying to solve the issue of replacing our City Clerk, Ms. Rider. After meeting with staff members and with Ms. Rider, we have discovered the current job descriptions do not match the ordinances in place.

We plan to continue to meet with staff in the Administration Department to work out these issues. In the interim, Ms. Rider's job duties have been divided among three staff members. A temporary employee has been brought in to do minutes and other clerical support duties.

The employees in our Administration Department understand this is a temporary inconvenience and have been very cooperative. Ms. Lay and Ms. Heischmidt are being asked to look into outsourcing payroll and finding a sufficient software program to help with the meeting minute's issue. Those quotes will be brought to the Finance Committee and to the Board of Aldermen.

One major problem we have found is with regard to the time dedicated to meeting minutes. By following Roberts Rules of Order, announcing the speaker's name, requiring public speakers to state their name and overall just being as clear as possible and speaking into the microphone would help tremendously.

We decided to plan a staff meeting next week to engage all employees in looking at these changes and opportunity for advancement in the city. Our goals are to clean up the roles, allow and promote employees to excel in their careers and to secure our staff so that we may retain our long time employees. The committee discussed giving each staff member a raise according to their added job responsibilities. The intention was to recommend these items to the Board on 4/28/15, but, after reviewing additional facts, it was decided that it would be improper to bring this solution forward without further input from staff and review of duties.

Alderman Gau brought forth the motion to investigate the role of city administrator in surrounding cities. Alderman Haggerty seconded the Motion. The motion was approved unanimously. Alderman Fribis was in attendance representing the Finance Committee. We decided on the date of May 4, 2015 for a joint meeting between Personnel and Finance Committee to gather information and have a discussion weighing pros and cons of adding this new position to our staff.

The meeting adjourned at 7:10 p.m.

As Submitted by,

Alderman Dee Baebler