

CITY OF BURTON
SUB-COMMITTEE MEETING AGENDA
OCTOBER 31, 1997 9:00 A.M. COUNCIL CHAMBERS

MEETING CALLED TO ORDER BY CHAIRMAN K. COX AT 9:15 A.M.

MEMBERS PRESENT: T. MARTINBIANCO, B. CENTILLI AND K. COX.

OTHERS PRESENT: C. ABBEY, PERSONNEL DIRECTOR; B. BECKER, CONTROLLER;
R. LADUKE, BLDG. SUPV; J. BROWN, CLERK'S OFFICE.

PURPOSE OF THE MEETING; Discussion and Possible Recommendations
concerning personnel issues.

PRESENTATION:

C. Abbey said he has reviewed the various departments and is ready to make recommendations. He found each office ran their own personnel affairs.

He has computerized his office and now needs help in entering all the data that has accumulated. There is a shortage of storage space and entering data on the computer should help ease this problem. He said we have an obligation to meet Federal statutes, we are not in compliance. He cannot utilize regular hourly employees as they cannot view employee records. He has an employee going on sick leave soon and another at the first of the year, he does not have extra people to fill these vacancies. The hiring policies should follow a seven step process. He spoke on streamlining the Personnel Department, he said this takes effort and work. He also spoke on using temporary help which is not always economical.

B. Becker spoke on the Controller's Office and Personnel responsibilities, he said there is a fine line between them. They have been and are continuing to handle sick leaves, insurance claims, etc. Some personnel issues are demanding and must be handled in a timely fashion.

AUDIENCE PARTICIPATION:

Pauline Dargel, 6119 Hugh; asked exactly what it is Mr. Abbey is asking for.

C. Abbey said he is asking for a secretary or a staff person for Personnel.

It will be non-chartered, non-union employee that he will hire. P. Dargel

asked if the Mayor makes appointments without Council approval. K. Cox said he only needs approval on the money. P. Dargel asked if there was anything on paper regarding this position. Nothing has been submitted thus far.

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COMMITTEE DISCUSSION:

T. Martinbianco said at the last meeting the Mayor represented Personnel. He said he would like a detailed outline of duties and specifics of this position. C. Abbey said K. McArdle always asked for another person in personnel to assist him. He said it is physically impossible to do Personnel alone. T. Martinbianco spoke on the cost of part time or temporary help. C. Abbey said he has spoken with two temporary services and they want to know exactly what their people will be doing. Chairman Cox said he has a problem with bringing on another employee. He is opposed to adding a permanent position. He would like to see "temps" help out. He also will wait until C. Abbey submits on paper the details of this position. Discussion followed on salary, and responsibilities of this job. C. Abbey said the salary would be around \$25,000.00 per year. B. Becker spoke on the work load for Personnel Dept.

He said Personnel is bargaining with three to four unions and someone has to be there to take minutes. B. Centilli said he is in favor of filling this position, he knows how much work there is in the Personnel office.

COMMITTEE RECOMMENDATIONS:

Moved by Centilli to approve the filling of the position of Secretary in the Personnel Office.

Motion died for lack of a second.

T. Martinbianco said he recommends the Personnel Director submit on paper a detailed report on the duties and salary of this position before any recommendation is sent to Council.

K. Cox summarized the committee position.

Meeting adjourned 10:20 A.M.

Jeanette Brown,
Clerk's Office

