

**Minutes
Civil Service Commission
Monday, April 15, 2019
9:00 a.m.**

**City of Madeira Beach City Hall: Commission Chambers
300 Municipal Drive Madeira Beach, FL 33708**

Staff members present: Jonathan Evans, City Manager; Walter Pierce, Finance Director; and Karen Paulson, HR/Financial Coordinator

1. Call to Order

The Civil Service Commission meeting was called to order by Vice-Chair Grace Critelli at 9:07 a.m.

2. Roll Call

Grace Critelli called the meeting to order and the following board members were present:

- **Grace Critelli**
- **John Hendricks - Absent**
- **Linda Hein**
- **Paul Tilka - Absent**
- **Mike Caverello**

3. Online presentation of 2019 Draft Compensation Study

All present went around the room and introduced themselves to Bob Longmire who was on conference call. Bob is the Project Management Professional of Public Sector Personnel Consultants in California.

Jonathan Evans started out explaining past salary practices and the need to retain and attract employees.

Linda Hein asked for Bob's last name.

The presentation was made by Bob Longmire via computer screenshare - see attached

Ralf Brookes asked how does seniority rank in this study. Bob explained there is a minimum and maximum that the first charts of the presentation look at seniority.

The City Manager asked how long does it typically take an employee to make it to the middle or top of their salary range. Bob said about seven (7) years if the pay plan is aggressive but normally the move to mid-range takes 5 to 7 years.

The City Manager asked Bob to explain what percent of our employees are behind the market according to the study. Bob said that overall the City is about 57% behind the market with 17 employees very much below market.

Walt stated to the group that salary is usually the last topic covered in the budget but that it should be one of the first items addressed.

Mike asked is we know what the percent of turnover has been and do we do exit interviews to find out why employees leave. Karen Paulson explained that many of the employees are asked to complete an exit interview but it is not mandatory. Some employees have stated they can make more money working less hours, some state they can make more somewhere else.

Mike asked if the list on the salary schedule is of all the positions we have. He wanted to know if we see the grade one getting split up. He stated that morale and whose leading the employees is important. He would like to know what the fiscal impact would be to get the 17 lowest paid employees to market level.

Walt as the consultant about what is the normal process for getting employees to market, would you make the lowest paid whole now and then the rest of the employees in year 2 or 3? Bob said yes that usually you want to complete as much as we can afford now.

The City Manager said we should address this immediately and then in October employees would be given a cost of living increase and then on their anniversary receive any merit raises.

Mike asked is all the positions we have are filled. Walt said we have 2 open and then Mike asked do hourly employees get benefits. Walt said yes.

The City Manager asked the committee if we have their support to move forward with presenting this item to the BOC. Linda said so to be clear you want to deal with the 17 employees now, but what about the rest. The City Manager said they would get a cost of living on October 1st and then merit on their anniversary.

Mike asked do we educate employees on cost to go to ER instead of urgent care and how do we do onboarding do we go over all the benefits at that time. Karen Paulson said yes, that there is a monthly memo that goes out about benefits, that the City has "Teledoc" that employees like to use and that many employees just go to places like "Minute Clinics".

Grace said that she agrees with going forward and bringing employees to market value in order to retain them and it's good for morale.

Linda said she thinks paying of employee health insurance is a a good benefit.

Mike said that employees leave for other reason because but wages are usually first.

Linda asked us to let them know the things we would like them to support us on and. Linda make a motion to proceed that we support staff on the wage study and assist with the discussion to the board on how to deal with the 17 most underpaid first. Grace second it.

4. Meeting schedule

Karen Paulson will be in contact with board in the next few days to schedule upcoming meetings.


Grace Critelli, Vice-Chair

ATTEST:

 8/8/19

8/8/19

Karen Paulson, HR/Financial Coordinator_

