

MINUTES

SPECIAL MEETING OF THE HUMAN RESOURCES BOARD
FRIDAY, OCTOBER 22, 2010, 5:30 P.M.
22 S. BEACH STREET, ORMOND BEACH, FLORIDA

Those present were: Mr. Rick Fraser, Mr. Clark Rohmer, Mr. Ted West, Ms. Shelly Arzola, Human Resources Director, Ms. Jayne Timmons, Recording Secretary and Henry A. Osterkamp, Chief of Police.

Absent from Meeting: Mr. Matt Coleman and Mr. Bob Henry.

The meeting was called to order at 5:35 P.M by Ms. Timmons.

Nominations for the Chairperson for the year 2010 were put forth per Section 2-214 (a), Code of Ordinances, Mr. Rohmer nominated Mr. Fraser and Mr. West seconded. Mr. Fraser was elected with all approving. Carried. Mr. Fraser asked for nominations for Vice-Chairperson and Mr. West nominated Mr. Coleman. Mr. Rohmer seconded the nomination and all were in favor. Carried.

Ms. Arzola presented information to the Board regarding the Amendment to the City of Ormond Beach Pay and Classification Plan. It was explained that at the May 18th, 2010 meeting of the City Commission, it was approved for the Planning Department, including the Building & Inspections Division, and the Engineering Department to improve the process for Development Review and Permitting with the institution of a Joint Permit Center which would consolidate the permit counter functions. From a personnel perspective, this Joint Permit Center would be staffed with three (3) Planning/Permit Technicians from the three departments. These three positions are currently classified as pay grades 205 and 111 respectively. The Building Division currently has an Office Manager position, also pay grade 205, assigned to assist with resolving day-to-day issues and customer complaints within the Building Division. This position will also be consolidated to the Joint Permit Center and it is recommended that the duties and responsibilities be expanded to include the oversight of the customer service counter and personnel. As a result, it is recommended that the Permit Manager position be added to the Pay and Classification Plan in pay grade 206.

Ms. Arzola also explained that the City Manager had previously approved a reorganization of the rank structure within the Police Department as recommended by the Police Chief. The new rank structure would eliminate the Division Chief position, currently vacant, eliminate the assignment of Internal Affairs Sergeant and would add the position of Police Lieutenant to the City's Pay and Classification Plan. The internal affairs duties would be absorbed by the two proposed Lieutenant position(s). The current rank structure includes a Police Chief position and one Division Chief position, which is vacant due to the recent promotion of the Police Chief. The recently approved structure would provide an opportunity to promote two Sergeants within the department with little disruption to current operations and with little, if any, increased costs. It would also provide an opportunity to implement a more appropriate rank structure for the department's size and, at the same time, enhance the overall efficiency and oversight of the department. It is therefore recommended that the position of Police Lieutenant be added to the City's pay and classification plan thereby eliminating the Division Chief position and the assignment of Internal Affairs Sergeant. A motion was made by Mr. Rohmer and seconded by Mr. West to approve the amendment to the City of Ormond Beach Pay and Classification plan as presented and to make the recommendation to the City Commission for approval. All were in favor. Carried.

A motion was made by Mr. West and seconded by Mr. Rohmer that the meeting be adjourned. All were in favor. Carried.

Rick Fraser, Chairman

Shelly Arzola, Human Resources Director

Adjourned: 5:50 P.M.