

MINUTES

SPECIAL MEETING OF THE HUMAN RESOURCES BOARD
THURSDAY, JULY 28, 2011, 5:30 P.M.
22 S. BEACH STREET, ORMOND BEACH, FLORIDA

Those present were: Mr. Matt Coleman, Mr. Bob Henry, Mr. Clark Rohmer, Mr. Ted West, Ms. Shelly Arzola, Human Resources Director and Ms. Jayne Timmons, Recording Secretary.

Absent from Meeting: Mr. Rick Fraser.

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

Nominations for the Chairperson for the year 2011 were put forth per Section 2-214 (a), Code of Ordinances, Mr. West nominated Mr. Fraser and Mr. Rohmer seconded. Mr. Fraser was elected with all approving. Ms. Timmons asked for nominations for Vice-Chairperson and Mr. West nominated Mr. Coleman. Mr. Rohmer seconded the nomination and all were in favor. Carried.

A motion was made by Mr. Rohmer and seconded by Mr. West to approve the minutes of the meeting held October 22, 2010 as presented. 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 briefly explained that as recommended by the Volusia County Health Department Public Water System Inspection Report, there was a need for an Environmental Regulatory Compliance Coordinator to administer the increasing water quality compliance program needs. With the addition of the new title and job description, the position can be recruited appropriately.

The Utilities Engineering Manager (pay grade 506) is being downgraded to the title of Utilities Engineer (pay grade 215) to better reflect the duties performed. This employee is a subject matter expert and does not manage any personnel. There is no loss of pay for this change since both pay ranges are very close.

Several years ago, the positions of Utility Maintenance Foreman and System Maintenance Foreman were upgraded to pay grade 114. At that time the Building Maintenance Foreman position was vacant but since that time the position has been filled. The incumbent has been performing foreman duties commensurate with the duties of the other foremen positions. It is being requested that all three positions be titled Maintenance Foreman and be placed in pay grade 114 for uniformity purposes.

A motion was made by Mr. West and seconded by Mr. Henry to approve the amendment to the City of Ormond Beach Pay and Classification plan as presented and to recommend approval to the City Commission for these changes. All were in favor. Carried.

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

Rick Fraser, Chairman

Shelly Arzola, Human Resources Director

Adjourned: 5:43 P.M.